



Reprographics, Facilities,
IT & Business Support Staff

020 8303 2525 

Title: Building Services Co-ordinator

Location: Central London

Salary: £30,000+

Hours: Days, 35hrs per week

Job Ref: 617

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Our client is looking for a **Building Services Co-ordinator** to provide day to day facilities support. A working knowledge of health and safety procedures, desk assessment, and use of CAD is desirable.

Candidate Responsibilities:

- Meeting room arrangements, assisting with internal office moves and reviewing and updating departmental floor plans
- Administer the facilities management computer system for help desk queries.
- **Manage two Post Room staff** within the team
- Assisting with weekly health and safety inspections of the building (such as fire extinguishers, floor boxes, trip hazards).
- Liaising with fire wardens and first aiders to ensure their training is kept updated.
- Ensure accident book is kept updated and filed away in a safe place for inspection
- Basic DIY tasks such as fixing pedestal locks, removing or fitting pin boards, changing light bulbs etc

Candidate Requirements:

- Positive can do attitude with the ability to work on own initiative
- Effective communication skills with the ability to build and maintain relationships
- Good organisational skills
- Work well under pressure and willingness to learn

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