**Facilities Assistant**

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| **Job purpose:** To support all aspects of the in-house facilities function at The Law Society (TLS). This will include delivering on operational needs to all building users, including staff and members, working internally with the in-house team and third-party contractors. |

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| **Key Accountabilities:*** Support the Facilities Manager and Premises Manager, and act as point of contact during annual leave, as required.
* Supporting project delivery – maintain a good working relationship with suppliers, ensuring appropriate behaviours and following processes and overseeing activities while onsite.
* Assist the Facilities team in maintaining relationships with key stake holders, including building users, contractors and partners

**General Operations*** Be a point of contact for day-to-day building issues with suppliers and key end building users
* Support the room booking system, providing information and additional guidance to staff members where needed
* Raising the profile of the Facilities Team, including updating the Facilities intranet pages, and monitoring the Facilities mailbox
* Support building tours as part of the TLS induction process
* Support the Facilities team operational activities across all locations

**Supplier Management** * Support the effective working relationships with the outsourced FM contractor
* Contract supervision for Facilities outsourced activities, including;
	+ Waste Management
	+ Vending
	+ Document Management
	+ Furniture
	+ Eye care scheme

**Finance and Admin** * Raise purchase orders when requested ensuring use of correct codes and costs, that records are maintained to support budget management
* Ensure purchase orders are closed down appropriately, and accruals raised if required to support accurate accounting

**Facilities Management*** Understanding and ensuring Health and Safety in the workplace
* Understanding of Facilities Management

**Environment and Net Zero*** Supporting the Law Society’s net zero target and Environmental Management System
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| **Knowledge, skills and experience**Essential:* Knowledge of facilities management
* Ability to prioritise and work proactively with a variety of tasks and stakeholders
* Good attention to detail and accuracy, effective task focus
* Intuitive approach to problem solving
* Enthusiastic team player with a positive outlook and flexible approach.
* Understanding supplier relationships

Desirable:* Proven experience and competency on use of on-line financial system SAGE
* Experience of Health and safety process and procedures
* Facilities Management experience inhouse or outsourced
* Experience with Environmental Management Systems
 | **Organisation Chart**Facilities AssistantHealth and Safety ManagerFacilities ManagerPremises ManagerHead of Corporate Real Estate |
| **Dimensions -** reporting to Facilities ManagerOperating environment – all sites as requested by TLSFinancial responsibility – raising purchase orders, managing orders, accruals**Analytical Responsibility** – Record relevant data, manipulate and present to meet requirements as requested**Location** – 113 Chancery Lane |  |