

Job Title:	Facilities Assistant (396)		
Department/Group:	Facilities Services	Reports to:	Contract Manager
Location:	Dublin 1	Travel Required:	No
Level/Salary Range:	€16.30 per hour	Position Type:	Full-Time (35hrs per week)
Date Posted:	14.09.26		
Posting Expires:	25.09.26		
Applications Accepted By:			
EMAIL: recruitment@precisiongroup.co.uk Subject Line: (Job Title)		MAIL: Recruitment Precision Group 28 Campsie Ind Estate Derry-Londonderry BT47 5XX	
Job Description			
Precision Group have been providing professional, managed services and innovative solutions to customers across the UK & Ireland for almost 40 years. We offer a diverse range of services including Facility Support, Building Services, Engineering and Industrial Support together with Environmental Solutions & Waste Management. We are currently seeking an experienced Facilities Assistant based at our client's site in Dublin 1. Hours: 35 hrs per week – 9:30am-5pm Monday-Friday. ROLE AND RESPONSIBILITIES 1. Carrying out minor repair and maintenance works e.g. changing light bulbs, hanging pictures, fixing blinds, lifting/moving furniture and other general buildings maintenance activities. 2. Dealing with the distribution of supplies as may be required; 3. Responding to requests submitted to the Facilities mailbox 4. Collecting and delivering items as may be required; 5. Conducting daily/weekly/quarterly checks on the following: - Stationery supplies – maintaining the stationery room, collecting and storing the orders when delivered. - Parking spaces – to ensure car park spaces are allocated and used appropriately. - Canteen supplies – monthly stock checks to assess ordering requirements. Supplies collected from supplier twice weekly			

- One off or regular surveys as requested by the Facilities Manager.
- 6. Facilitating works and surveys being carried out by external contractors
- 7. Assisting with events on request from the Facilities Manager.
- 8. Liaising with and providing support to IT in relation to staff building/desk movements.
- 9. Organising confidential shredding and supporting office tidying initiatives.
- 10. Providing maintenance cover when the Facilities Manager is on leave.
- 11. Assisting the Facilities Administrator, Facilities Manager and Director of Corporate Services as required.

The successful candidate will have:

- An approachable personality, with good communication skills and the ability to establish and maintain effective relationships.
- A general aptitude for getting things done, for identifying practical solutions, and working on own initiative.
- An appreciation of the benefits of good planning and administration.
- Solid, practical maintenance skills.
- Familiarity with the culture and organisation of Government departments, State agencies and operators.
- Familiarity with HVAC systems, maintenance regimes.
- Familiarity with the process and procedures of Lift, fire and intruder etc. maintenance regimes.
- Excellent timekeeping

REQUIREMENTS

- A minimum of 2 years' experience in a similar role, including management of suppliers and contractors.
- A full clean driving licence.
- Proficiency in the use of MS Office or equivalent.