



Job title: Maintenance Assistant

Main purpose of job:

To perform upkeep tasks such as repairs and cleaning. You will be responsible for applying basic fixes to our buildings, equipment and systems and ensure facilities are tidy and functional.

Key responsibilities

- Perform minor repairs
- Install appliances and equipment
- Do garden and grounds upkeep by mowing lawns etc.
- Conduct maintenance tasks such as replacing light bulbs
- Maintain, service, clean and properly store equipment
- Inspect and repair all damages to building surfaces
- Participate in different projects (e.g. renovations)
- Report to a facilities or maintenance manager for issues
- Ensure adherence to quality standards and health and safety regulations
- Perform other related duties and activities as required

Department: Operations

Position reports to: Logistics Manager

Position is responsible for:

The upkeep of the building, cleaning and repairs

Person specification

Factor	Essential?	Desirable?
Qualifications		
Relevant experience	<ul style="list-style-type: none">• Maintenance work experience	knowledge of HVAC, plumbing and electrical systems
Aptitude, skills and abilities	<ul style="list-style-type: none">• Hand on experience with hand and electrical tools• Good communication and interpersonal skills• Manual dexterity and physical stamina	
Personal attributes	Team Player Communication Pride & passion Astute Flexible Proactive	