

Job Title	Facilities Supervisor
Located	London
Reports to	Office Manager

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Role purpose

The facilities department comprises of the Office Manager, the Facilities Supervisor and a Facilities Assistant. The Facilities Supervisor role provides full support to the Office Manager and all of the other members of the London office to ensure smooth functioning of the entire office, as well as supervising the Facilities Assistant in their day to day role. The appointee will also undertake additional ad hoc duties to support the office administration team, liaising with partners/ fee earners/ support staff to ensure office needs are met.

Principal responsibilities

- Organising and supervising a range of contracts for products and services involving building maintenance, repairs, access rights, mail, stationery, archiving, cleaning, waste disposal, confidential shredding and recycling.
- Supervising third party contractors, and ensuring that adequate RAMS are provided for the specific works.
- Managing multiple supplier relationships including those with HVAC engineers in order to provide maintenance of equipment including photocopiers, and fax machines, etc.
- Supervising and managing the facilities assistant to ensure the distribution of packages, mail and files both internally and externally.
- Responding to emergencies and urgent issues as they arise within the office.
- Comparing costs for required goods and services to achieve maximum value and tendering for products and services.
- Obtaining third party quotes. Reviewing invoices from suppliers/ contractors. Liaising as necessary with suppliers to ensure best practice and cost efficiency.
- Responsible for Health & Safety, and providing support to all new starters and carrying out health and safety inductions for them.
- Undertaking chief fire marshal duties and ensuring that the required number of fire marshals are maintained and trained.
- Ensuring first aiders have sufficient supplies and that the required numbers of first aiders are maintained and trained.
- Carrying out DSE assessments for new starters and existing staff members.
- Co-ordinating office moves, moving furniture, arrange desk set up as and when required. Liaising with IT, for additional equipment, as necessary.
- Preparing PEEP's for staff that require assistance.
- Arranging for meeting rooms to be organised, configured and set up by liaising with the front desk and IT teams.
- Maintaining spreadsheets relating to files, paper orders, new starters etc.
- Assisting with ad hoc projects and other duties as necessary.

Building Maintenance and Cleaning

- Ensuring office space is clean, tidy and presentable. Damaged items repaired or replaced, as required.
- Liaising with and supervising on-site contractors.

- Ensuring that all contracts are up-to-date; all obligations are fulfilled by the vendors and the on-site PPM records are regularly updated and maintained.
- Ensuring that the on-site contractors comply with health, safety and security procedures.
- Liaising with the building management company and reporting building management issues in a timely fashion.
- Ensuring that Health and Safety legislative requirements such as water treatment and testing are met by third parties.

Stationery

- Devising a system for ordering and ensuring there is sufficient supplies.

Mail and Archiving

- Ensuring external and internal mail and packages are collected, sent and distributed, as necessary and supervising the staff in this respect.
- Liaising with Royal Mail and DHL to ensure optimum level of services as required.
- Ensuring all file requests are dealt with efficiently, stored correctly, and that any missing files are found.
- Ensuring that files are stored and destroyed according to regulatory obligations.

Technical knowledge, professional qualifications and experience

The successful candidate will have:-

- Ideally 2-3 years' experience in a similar role
- Experience of contract management and supplier relationship Management
- Good IT skills - Word, Excel and PowerPoint
- Good level of both spoken and written English
- First Aid/Fire Marshall experience (desirable)
- Good knowledge of health & safety policies and procedures

In addition, the successful candidate will be able to demonstrate:

- Excellent interpersonal skills
- A highly motivated and pro-active attitude
- Excellent attention to detail
- Excellent organisation and prioritisation skills
- Well-developed communication skills, both verbal and written
- The ability to work effectively both independently and as part of a team
- A good commercial awareness and ability to negotiate
- A practical and pragmatic approach to work

Remuneration and benefits

- Competitive salary dependent on qualification and experience
- 26 days' annual holiday, plus statutory holidays
- Contributory pension scheme
- Hybrid Working
- Life assurance
- Private medical insurance (after 12 months)
- Permanent health insurance (after 12 months)
- Reimbursement of membership fees to professional bodies required for the role