



Ecovert FM is the facilities management arm of the Bouygues group in the UK. We operate large scale contracts, particularly in the PFI market, the result of a successful partnership with our construction sister company, Bouygues UK.

Please send an application form and/or C.V. together with a covering letter stating the post title and explaining why you feel you are suitable to:

**Lucy Gibb**  
**Human Resources Administrator**  
Ecovert FM Ltd  
Elizabeth House  
39 York Road  
London  
SE1 7NQ

or email: [recruitment@ecovertfm.co.uk](mailto:recruitment@ecovertfm.co.uk)

Closing date:  
**29 August 2008**

#### **Phone A Friend Scheme**

If you know someone who maybe interested why not tell them about this vacancy and get them to apply. Make sure you complete a Phone a Friend Scheme Claim form and you may receive a cash reward\*

\*subject to Terms & Conditions



## **OPERATIONS**

### **CABINET OFFICE Service Technician Driver (Soft Services)**

An exciting opportunity has arisen on Cabinet Office contract for a Service Technician Driver, based within the Soft Services department.

You will be a key provider of front line customer service support, ensuring all tasks are completed to the highest standard across the Cabinet Office Estate. Reporting to the Portering Supervisor, you will represent Ecovert FM as a point of contact for clients, whilst undertaking Soft FM tasks within the remit of the role.

You will be responsible for the delivery of furniture, equipment and other items as well as undertaking tasks set out in the daily/weekly work schedules, which include but are not limited to portering, cleaning, signage, waste, and room set ups etc.

You must hold a valid driving licence and have excellent timekeeping and impressive customer service skills. You will be self motivated, with the ability to work unsupervised, and be flexible with regards to hours of work and practices. You will have an effective approach to the resolution of problems and outstanding organisational skills.

The post offers an attractive salary and benefits package, according to the skills and the experience the applicant brings to the role.

***Employment in this post is dependant upon obtaining security clearance.***

***ECOVERT FM IS CONTINUALLY WORKING TOWARDS BEING AN EQUAL OPPORTUNITIES EMPLOYER***