



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:

Sarah Reid
Recruitment Adviser

Ecovert FM Ltd
Elizabeth House
39 York Road
London
SE1 7NQ

or email: recruitment@ecovertfm.co.uk

Closing date:

01 September 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



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.

OPERATIONS
BARNET HOSPITAL FM Administrator

A new vacancy has arisen on the Barnet contract for an FM Administrator to provide administrative support within the Estates Department.

You will manage the billing of minor works and projects, assist with the administration of purchase orders and provide support on the Estates Helpdesk. You will also carry out ad hoc office administrative duties.

We are looking for a motivated and professional individual, who is numerate, and possesses good written and verbal communication skills. You will need to be a team player, and you must also be able to deal with people firmly and fairly. In addition, you will need to have a working knowledge of Microsoft Word, Excel and Outlook, and previous administration experience.

This post offers an attractive salary and benefits package, according to the skills and the experience a candidate brings to the role.

This post will involve working with children and/or vulnerable adults. Accordingly, successful applicants will be subject to a criminal record check before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions.

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