



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
Trainee Human Resources Adviser
Ecovert FM Ltd
Elizabeth House
39 York Road
London
SE1 7NQ

or email: recruitment@ecovertfm.co.uk

Closing date:
22 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 Facilities Co-ordinator

An opportunity has arisen on the Cabinet Office contract for a Facilities Co-ordinator.

Reporting to the Senior Projects Manager, you will assist the Projects department by providing coordinated support for the Project Managers and Energy Manager to ensure the provision of efficient, effective and up dated project management. You will also manage and report on building energy consumption and efficiency.

You will be able to demonstrate excellent communication skills, both written and oral, proven Hard FM knowledge; as well as a sound knowledge of all window packages.

You must have experience of legislative requirements in relation to Health and Safety, and Environmental policies; as well as knowledge of auditing and reporting.

In addition, experience of energy auditing, use of MS Project and knowledge of Building Management Systems are desirable but not essential.

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***