



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:

Natalie Tyrrell
HR Manager
Ecovert FM Ltd
Elizabeth House
39 York Road
London
SE1 7NQ

or email: recruitment@ecovertfm.co.uk

Closing date:
27 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

HOME OFFICE Contract Administrator

You will be responsible for the development and delivery of administrative support functions within the Soft & Hard FM Services Division. Principally to support the Support Services Manager but including other members of the management team as required. In addition, you will provide cover for other contract administrators (on site) as required.

You will be required to ensure all purchase orders are placed on time and the correct procedures have been adhered to using the appropriate software packages, to process purchase orders and on receipt of delivery, liaise with both the on-site commercial team and company finance department.

In addition, you will provide administrative support that includes typing, minute taking and production of minutes, filing, photocopying, report collation, database maintenance, meeting room bookings and organisation, visitor booking, collation of month end figures, preparation of month end invoices, mail duties and payroll duties.

You must have good IT skills, including a good working knowledge of a database management system (preferably Maximo) and experience of Microsoft Word, Excel and Outlook. In addition you must have a minimum of 1 years experience in an administrative role.

Furthermore, candidates should possess excellent communication and customer services skills, be accurate and methodical in your work and have basic numeracy and literacy skills. Experience of stock control systems, purchasing, statutory PPM and Maximo systems is desirable.

Employment in this post is dependant upon obtaining security clearance.

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