



Notification of Vacancy	
Employer	
Contact Name	Darryl Monfries
Email	darryl.monfries@southbanklondon.com
Vacancy Type	Employment <input checked="" type="radio"/> Work Experience <input type="radio"/> Apprenticeship <input type="radio"/>
Job Title	Control Centre Co-ordinator x 2
Pay	Not specified
Location	
Issue Date	11/04/2018
Closing Date	23/04/2018
Duration	
Hours	Part Time
Job Summary and Duties	
<p>To co-ordinate the activities of the building "Help Desk" and to assist the Building Manager and the Engineer Supervisor(s) with the monitoring of the building control and planned maintenance systems for the designated location(s). To operate the tenant services system and to ensure that all calls received by the "Help Desk" are promptly and efficiently processed in accordance with the agree procedures. To maintain excellent tenant relationships by the implementation of an efficient and polite telephone manner.</p>	
Essential Criteria, Education, Training, CIS or PAYE etc.:	
<p>A thorough understanding and knowledge of the Concept SQL FM application is essential. Previous experience in operating a "help desk" service in an office/operational environment is essential. Minimum of 2 years experience gained predominantly in FM services and help desk management and computer literacy and knowledge of Word, Excel and Outlook is also essential. Knowledge of Permit to Work Procedures would be an advantage.</p>	
Is a CSCS Card required?	No <input type="text"/> Type:
Vacancy filled via Local Brokerage	Yes <input type="text"/> If No please indicate why using the tick boxes below
Applicants put forward did not match vacancy criteria or training	<input type="checkbox"/>
No applicants were put forward for the vacancy	<input type="checkbox"/>
Vacancy position no longer required	<input type="checkbox"/>
Applicants interviewed were not suitable for the vacancy	<input type="checkbox"/>
Other Reasons	Please provide a brief explanation in the box provided below <input type="checkbox"/>
Vacancy Skill Level	Skilled <input type="text"/>

Send CV and Covering Letter to darryl.monfries@southbanklondon.com

[For further details, contact Darryl Monfries on : 0207 202 6930](tel:02072026930)