



WILLIAM GRANT & SONS

ROLE PROFILE

Role Title	Facilities Coordinator
Internal Reference	CEN-0444
Business Unit / Group Function	Central Services
BU Team / Sub-Function	Business Support
Location	Richmond
Team Leader Role	Facilities Manager
Role Level	5
Team Members	No
Role Purpose	
Proactively organise and be responsible for the soft facilities services within WGS Richmond office and assist Facilities Manager in maintaining high standards in line with WGS values.	
Accountabilities	
<ul style="list-style-type: none">• Full management of post room and incoming/outgoing mail, packages and courier items; Franking, weighing, packing and distributing post and courier items and ensuring shipments are sent using the Online DHL system with accurate paperwork, tracking outgoing DHL & post items, ensuring they arrive at their destination in a timely and cost effective manner. Including accurate processing of associated invoices on IFS system.• Project manage and supervise works of all contractors and ensuring the necessary permit to works are completed prior to works taking place and are carried out accordingly. Be available as a key holder to attend the office in the event of an emergency outside of office working hours.• To ensure the Company H&S policy is adhered to within the sphere of responsibilities; including the collation of contractor/suppliers RAMS/insurances and the completion of Permits to Work as & when required. Managing access control system, adding new starters, leavers etc.• Manage office soft services; stationery, print stationery, electronic security, drinks vending machines; including ordering and distributing consumables to tea points, stationery cupboards and reprographics areas.• Support to the FM as required, providing cover in the absence of the FM. Assisting with preparation for in-house events at the Richmond office.• Invoice processing for all Facilities associated services & suppliers, maintaining of accurate budget monitoring spreadsheets, highlighting any potential overspend to the FM.• Update/negotiate contracts with key suppliers and contractors when required, making timely and cost effective decisions whilst maintaining service quality.• Monitoring team inbox, replying as required and sharing information, updtaes and requests with team.• Assist team with setting up meeting rooms and event spaces for large meetings and workshops, ensuring colleagues in other teams are adequately equipped, as far as is reasonable, to deliver successful events, and any issues flagged in advance to manage expectations.	



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- Maintain a tidy office environment, which includes dealing with waste disposal, checking car park areas, regular building inspections and logging of necessary actions and seeing these through to resolution.
- Support Facilities Manager in ordering stock for the Staff shop, performing stock counts and logging Material Requisitions in IFS system to track inventory against transactions, completing accurate records and data input for payroll purposes.
- Maintain a tidy office environment; ensuring the company H&S policy is adhered to within the sphere of responsibilities. Assisting Facilities Manager in ensuring that all internal areas of the building are maintained; completing Fire Warden duties including weekly alarm test and other safety checks.
- Assist with reception & switchboard services; covering breaks to ensure the WGS reception is always manned.
- Management of BMS to ensure ambient temperature control within the building.

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