

BEACH RETREATS

JOB DESCRIPTION AND PROFILE

Job title:	Maintenance Co-ordinator
Reports to:	Maintenance Manager
Prime function:	To help with the management of a portfolio of holiday lets, ensuring properties are safe and maintained to a very high standard.

About us

Beach Retreats is a holiday letting agency with a difference. Our portfolio of properties are all within walking distance of a stunning beach, backed up by a highly personalised service which delivers a 56% repeat booking rate amongst guests along with excellent occupancy rates and revenue for owners.

But it's more than that. We are innovative, pro-active and award-winning. We embody the beach life and are the go-to experts for delighting guests with an authentic beach feeling. For our owners, we give them the freedom to know their property is cared for and achieves its potential. We transform properties into special places where memories are made and guests can make connections to the sea, the outdoors and to each other.

We are looking to recruit a maintenance co-ordinator to help look after the properties, ensuring they are safe and well presented for guests. The successful candidate will have a positive 'can do' attitude with a presentable, helpful approach to working with colleagues and talking to guests.

What you would be doing on a weekly basis:

- Loading vans for changeover drop offs at holiday lets.
- Conduct safety checks ahead of guest arrivals.
- Carry out minor repairs at the holiday lets.
- Waste and recycling collection after guest departures.
- Weekly property inspections in winter.
- Attend properties to help diagnose faults.

- Providing support and assistance to others to aid them in their job e.g. external contractors.
- Ordering and monitoring stock levels of common spare items e.g. light bulbs, fuel, minor electrical and plumbing spares.
- Ensuring equipment is efficiently and effectively operated.
- General admin and support.

Useful experience:

- Organised and responsible.
- The ability to diagnose and help repair day to day property faults.
- Effective at dealing with planned maintenance items such as re-decoration, changing filters etc.
- Ability in basic handyman skills.
- Computer literacy.
- Physically fit.
- A people person with verbal and written communication skills – able to visit properties and help guests during their stay.

Why you should join our team:

- Excellent career prospects in an ever-expanding organisation.
- Staff discounts on hotel room rates, treatments and meals at our three restaurants at Watergate Bay.
- Free surf lessons and hire at the Extreme Academy.
- Annual staff party.
- Contributory pension scheme.

Hours of work:

Job Type: Full-time – 5 days per week including weekends.

Salary: £21,000/year.

How to apply:

Please submit your CV with covering letter outlining why you should be considered for this position to: hr@beachretreats.co.uk

Closing Date: 17th January, 2022