



## **Vacancy: Maintenance Co-ordinator**

We have a fantastic opportunity for a Maintenance Coordinator to join the team at Beach Retreats. Beach Retreats is a self-catering holiday letting agency based in North Cornwall, providing a full changeover and property management service to a growing portfolio of over 90 properties.

Beach Retreats is looking to recruit a maintenance co-ordinator to assist in dealing with property maintenance work including plumbing, painting, electrics and other miscellaneous repairs to properties as well as communicate with guests and owners and outside contractors to resolve maintenance issues as they arise.

The successful candidate will have a solid background within maintenance preferably gained from working in hotels or serviced apartments. You will have a positive 'can do' attitude with a presentable, helpful approach.

### **What you would be doing on a weekly basis:**

- As Maintenance Co-ordinator it will be your job to ensure our guests receive an unforgettable experience by working hard to maintain the fixtures and fittings across the Beach Retreats portfolio.
- Your responsibilities will include:
  - Providing front line, hands-on repair, maintenance and support services to our properties.
  - Diagnosing and detecting first line building faults and failures and action repairs.
  - Delivering minor repair and maintenance works including joinery, decorating, plumbing, heating and electrical works.
  - Providing support and assistance to others to aid them in their job e.g. external contractors.
  - Ensuring that allocated maintenance/repair works are risk assessed and safely carried out, with site based records kept for inspection.
  - 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.

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**Required experience:**

- Experience of repair and maintenance duties and tasks within a live operational building.
- The ability to diagnose and repair day to day property repairs.
- Effective at dealing with planned maintenance items such as re-decoration, changing filters etc.
- Ideally an NVQ2 in Maintenance Operations or equivalent.
- Competency in basic decoration skills.
- Computer literacy
- Excellent verbal and written communication skills

**Why you should join our team:**

- Excellent career prospects in an ever expanding organisation
- Fantastic 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:**

The successful candidate will be required to work five days per week including weekends and take part in the on-call out of hour's service.

Job Type: Full-time

Salary: £17,380.00 /year

**How to apply:**

Send a CV with covering letter outlining why you are suitable for this position to [hr@beachtreeats.co.uk](mailto:hr@beachtreeats.co.uk).

Deadline for applications: 3<sup>rd</sup> December 2018