



## Vacancy: Maintenance Co-ordinator

### About 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 64 properties.

### About the role

Due to expansion, Beach Retreats is looking to recruit a maintenance co-ordinator to assist in dealing with property maintenance work including basic 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.

### About you

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.

### Key Requirements:

- A warm, engaging personality
- The ability to communicate well both in spoken and written English
- Flexibility to work variable shifts, including weekends and bank holidays
- Experience in basic plumbing, painting, carpentry and electrics
- Previous experience as a maintenance assistant is essential
- Basic PC skills (email, word etc.)

## Responsibilities:

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, basic plumbing, heating and electrical works.
- Ensuring all Health and Safety requirements are met on each changeover
- Providing support and assistance to others to aid them in their job e.g. housekeepers and external contractors
- Delivering and collecting linen to/from the Housekeeping team during changeovers
- Collection and disposal of recycling and general waste from properties on changeovers
- Maintenance & upkeep of outdoor areas and facilities
- 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.

## Required Experience

Candidates interested in this position must be able to demonstrate:

- 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.
- An NVQ2 in Maintenance Operations or equivalent.
- Competency in basic decoration skills.
- Computer literacy
- Excellent verbal and written communication skills.
- The ability to create bespoke risk assessments for unusual tasks.

Whilst primarily based at St Columb, the successful candidate will be expected to travel between multiple sites in a Beach Retreats vehicle when required; as such a current full driving licence is needed.

The successful candidate will be required to work five days per week including weekends 09:00-17:00 and take part in the on-call out of hours service.

Salary: £16,300

Closing date: 2<sup>nd</sup> Oct 2015.

If you would like to find out more about this opportunity, please contact Helen Hudson, Property Services Manager on 01637 861005 or email [helen@beachretreats.co.uk](mailto:helen@beachretreats.co.uk)

To apply, submit your CV and a covering letter explaining why you are suited to this position to Emma Neave, HR Manager – [emma@watergatebay.co.uk](mailto:emma@watergatebay.co.uk)