



**Title: General Facilities Assistant**

**Location: City of London**

**Salary: Up to £20,000**

**Hours: Shifts between 8am – 6pm (35 hour week)**

**Job Ref: 531**

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Our prestigious client is seeking a **General Facilities Assistant** to **assist with the smooth running of the office**, ensuring the floor is maintained, well stocked and clear of hazards. **Excellent communication skills** and a **proactive and flexible approach** are essential to the role.

#### **Candidate Responsibilities:**

- **Pro-actively ensure good housekeeping** is adhered to throughout the offices
- **Assist the buildings department with any building related activities**
- Report building faults and potential hazards
- **Ensure the office is fit for purpose and compliant with Health and Safety and Environmental legislation**
- Provide support in preparation for new starters
- **Monitor office stationery requirements**, including restocking paper and changing toners
- **Undertake all meeting room setups** and organisation of office equipment

#### **Candidate Requirements:**

- **Effective communication skills** with the ability to build and maintain relationships with clients and colleagues
- **Knowledge of Microsoft Office**
- Ability to use own initiative
- **Health and Safety knowledge**
- Methodical and organised approach with a keen eye for detail

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