

Maintenance and Administrative Coordinator

Easton Bevins is an established independent Building Consultancy providing a wide range of professional services to residential and commercial clients. We are looking to recruit a full-time Maintenance and Administrative Coordinator to support our rapidly growing Block and Estate Management team based in our south Bristol office.

As the department is expanding, and taking on many new blocks with differing needs, we are looking for a candidate who is able and willing to jump in from day one. Some experience in a property setting (construction or professional) would be beneficial but is not essential as training can be provided.

The block management team are located within the same office, we work closely together and being in an open plan office, are happy to assist each other where needed.

Job Summary:

Full-time, Permanent

Salary: £22,500.00-£27,500.00 per year depending on experience

Location: In person, south Bristol office

Application deadline: 25/01/2025

Key Responsibilities:

Daily

- Answer the phone, take messages and field calls.
- Deal with basic requests such as meter readings, lost keys, codes, lift breakdowns, gate break downs and other maintenance items which can be sent straight to the contractors.
- Check schedules for work to be completed on site and follow up with contractors.
- Attend site as required to check and monitor progress – report back and update as required.
- Attend sites and complete inspections and prepare site reports of maintenance items reported.
- Monitor the central email box, check calendars and schedule calls/site visits as required.
- Assist purchase ledger with printing and filing of invoices.
- Raising and saving purchase orders.
- Run email and post mail merges.

Weekly

- Help the office manager ensure the office is clean and tidy by the end of every week. This includes making sure any archive boxes that are finished with are logged to be sent back to storage, clearing off the white shelves, paid invoices are bagged up for archive.



- Make sure you have a running to-do list and make an appointment with PMs / team members to go through at the end of every week any ongoing tasks that need to be tackled the next week. Ongoing tasks need to be seen through to the end.
- Type up site visit notes and sent to PMs and directors, update the accounts team with updated meter readings from site visit notes. Raise works orders from the site visit as agreed by the PMs.
- Organise logging in and out of keys, including calling contractors when keys are not returned to the office.
- Assisting the accounts department with getting new clients set up on the database.

Regularly

- Check with the Accounts team (same day each month) what archiving they have and make sure it gets boxed up and moved out of the office.
- Go through the database and tidy up the folders – this includes making sure everything is filed in a sensible way ie – type and year.
- Update client details.
- Attend and take notes for daytime meetings.
- Keep annual order spreadsheet updated with change of contractors PMs to keep admin in the loop when contracts change.
- Send out annual orders by November 30th every year.
- File and log contractors' RAMs and PLI – check and follow up for updates documents.
- Ensure AGMs are organised at the correct time with Clients and AGM packs prepared, checked by the PMs and posted/emailed in the correct timeframe.

Benefits:

- Company events
- Company pension
- Free parking
- On-site parking
- Sick pay

Schedule:

- Day shift - Monday to Friday
- No weekends

Experience:

- Property: 1 year (preferred)
- Administration: 1 year (preferred)
- Driving Licence (preferred)