

Maintenance Technician

Office Location: East London, Stepney Green

Working: Full Time - 9am to 5pm Monday to Friday, & 2 Saturday per months.

Driving Licence: Clean UK Driving Licence with no more than 3 penalty points **conditions apply*

***You must be eligible to work in the UK**

We are looking for an eager, energetic Maintenance Technician to join us and our vibrant team in achieving some of our amazing goals. You must be able to drive a van and have a manual licence.

The role:

You will be dealing with the daily maintenance, repairs and the check in/out of our properties across London, dealing with daily jobs as well as reactive/emergency requirements.

Skills required:

- Be able to drive round London 1 - 5 to do maintenance, repairs and check in/out.
- Be able to do check in/out visits; dealing with immediate reports of any damage, marks, scratches and breakages.
- Dealing small immediate jobs; such as small DIY jobs, cleaning, hoovering, minor repairs and paint jobs, changing light bulbs and such for the booked visit as well as checking the overall state of the property during the visit.
- Send detailed daily report of any issues, problems, repairs to relevant teams, managers and departments, from marks, damage, scratches and breakage on walls, floors, furniture with before and after photos for our records.
- Report any bigger issues requiring further more substantial maintenance repairs with supporting details.
- Do bigger maintenance and repair jobs from: DIY, some joinery, tiling and building work, fixing and fittings of cupboards, wardrobe, kitchen doors, locks, lights, and any other general maintenance or repairs as well as cleaning and remove unwanted items.
- Assist with glazing repairs, carpet, floor installations and fire door installations as well as other ad-hoc duties.
- Good experience of doing kitchen and bathroom repairs and minor installations from new grouting, small plumbing jobs, bathroom repairs, application of sealant, mould treatment etc.
- Be able to deliver and remove furniture and any other items when required, deal with clean up visits and removals ensure and return properties to good order.
- Securing broken items for H&S purposes until repair teams can arrive; good understanding of H&S.

Key Responsibilities and Accountabilities:

- Be able to work to tight deadlines and react to last minute changes.
- Be detail oriented and be able to notice and identify potential or future problem areas, report them and fix issues on the spot if possible.
- Send detailed daily on time reports of before and after with video/photo proof to teams, managers, and relevant departments.
- Supply relevant paperwork for parking payments and supplies invoices to relevant departments.
- Good communication skills and a good hard work ethic, reliable with a good attitude.

Benefits we offer are:

- 24 days holiday paid
- Regular paid for eye sight test
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- 2 company parties per year
- A few social events during the year
- Overtime is possible
- Company Van & mobile
- Regular paid for eye sight test
- Possibility of bonuses according to performance

Please do not apply if you are unable to work in the UK full time and require to be sponsored for a work Visa, so please do not applying are not eligible to work in the UK currently.