

# Helpdesk Administrator

We have an exciting opportunity to work with us at our company Head office as a “Helpdesk Administrator”

Your role will be to provide administrative support to the Central Facilities manager and the facilities management team.

You Will..

- Provide administrative support to the Central Facilities manager.
- Liaise with contractors, ensuring effective communication.
- Assist with weekly, monthly and ad-hoc reporting
- Assist with meetings and other calendar arrangements.
- Provide other administrative support as necessary to the Central Facilities manager and the wider team.

To be considered for this role you must be competent in the use of IT and use of internet explorer, Outlook, word and Excel. You should be a strong communicator be able to work on your own initiative and understand the need for confidentiality.

This is a flexible role working four 5.25 hour shifts a week (Including breaks) between Monday and Friday (total of 20 hours). Ideally you would be able to work Monday and Tuesday and two of the remaining three week days. Hours are flexible between the hours of 9-5. Sound like you?

In return we will offer you fantastic benefits across the Westmorland Family of businesses including;

- Pay £8,850.40 per annum
- Free meal allowance while on shift, as well as free tea and coffee
- Between 25% and 75% discount on most items in our cafes and shops
- Free car parking
- 14 days holiday increasing with length of service to 16.5 days
- Contributory pension scheme after completion of your probationary period
- An opportunity to grow your career with us



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