**Job Description**

**Role title:**  **Facilities and Stores Coordinator**

**Reports to:**  **Facilities Manager**

**Grade:** **Consultant**

**Sector:** **Group Services**

**Division:** **Facilities & Office Management**

**Purpose / Scope of role**

APEM Group is leading global environment consultancy providing expert advice to clients in a wide range of industries including renewables, water, infrastructure, marine and ports, transport, construction and development.

Our Group Services Sector encompasses the support teams within APEM Group including People, Finance, IT, Client Engagement, Mergers & Acquisitions, HSEQ, Legal and Facilities. With more than 20 offices globally, our Facilities and Office Management Support team are part of a network of roles providing first class office and facilities support to consultants and managers, ensuring things operate smoothly so that our scientists can take the APEM way to the world, allowing them to achieve environmental and social outcomes that matter.

As Facilities and Stores Coordinator, you will play a critical role in ensuring our storage facilities are effectively managed in line with operational and health and safety requirements, communicating effectively with stakeholders across our Environmental Consultancy and Group Services teams. You will also assist in facilities support tasks e.g. vehicle/fleet management.

This role will be 100% site based in Stockport Stores and with regular travel to other sites including Stockport and Chester offices.

**What success looks like in this role**

The provision and maintenance of compliant, tidy, sustainable and safe environments across the APEM portfolio of properties in the UK. Development and maintenance of clear procedures and processes ensuring efficient logistics and storage to support operational requirements.

Strong supplier management fostering good relationships. Knowledge of local business requirements alongside a wider knowledge of the APEM Group’s strategy and vision.

**Key Responsibilities**

* To oversee the day-to-day management of our Stockport storage facility and facilities across the UK, this will primarily be but not limited to, Stockport and Chester.
* To conduct checks as required on facilities and equipment. This includes property related equipment such as access platforms and ladders stored in our warehouses; property checks such as roofs, water, alarms, first aid kits; company vehicles and boats and operational equipment for the Water teams.
* Co-ordinate disposal of all waste streams to legal and best practice requirements eg: chemicals / batteries / waste electrical equipment as required.
* To ensure the buildings are fully compliant with legal, legislative and APEM requirements including managing asbestos registers, planned preventative maintenance and all compliance suppliers.
* To ensure equipment and vehicles are kept well maintained / calibrated / serviced as required e.g., survey vehicles, boat trailers, flow meters, spill kits etc and maintain service logs as required.
* Deliver and collect equipment from service / repair centres.
* To investigate and arrange repair of damaged equipment.
* To carry out inhouse repairs on equipment as required at the warehouse or on site.
* To report any kit/equipment issues to senior field staff and project managers.
* Take delivery of any items delivered to stores and store as appropriate.
* To ensure the stores are kept clean and tidy.
* At times assist APEM LTD field surveyors (UK) with the prep and de-prep of equipment for surveys.
* Provide facilities support to APEM offices and work with wider Facilities and Office Management team around office coordination.
* Develop documented arrangements and risk assessments for the safe and compliant management of stores.
* Undertake internal checks and inspections against business requirements.
* Maintain standards within area of responsibility to meet internal and external management system requirements including ISO certification.
* Represent the business and business area in internal and external audit programme.
* To take reasonable care for the health and safety of yourself and others; make use of the tools, equipment, training and resources; and actively engage with colleagues at all levels to contribute to the continuous improvement of health and safety management
* To carry out any additional activities that may be reasonably required or requested.
* Complete mandatory health and safety training modules and any that are specific to your role.

**Skills/Knowledge/Experience/Qualifications**

**Essential**

* Strong communication skills- verbal, written and professional telephone manner.
* Experience with Microsoft Office 365 (Excel & Word); and Computer literate.
* Reliable/Flexible / adaptable / punctual / problem solver.
* Awareness and understanding of Health and Safety legislation and Risk Assessments.
* To be competent in organising repairs and services for company vehicles and equipment.
* Experience in maintaining service records / logs.
* Ability to work to tight deadlines.
* Can work using own initiative or as part of a team.
* Able to liaise with suppliers professionally and effectively.

**Desirable**

* H&S qualification (IOSH, NEBOSH, First Aid at Work etc).
* Mechanical engineering background with a bias towards engines/vehicles - for dealing with problems on generators, outboard engines and company vehicles.
* Knowledge & experience of lifejackets; outboard engines; trailers; inflatables e.g., from an angling hobby, including skills in repairing nets and other fishing equipment such as boats.
* Knowledge of management systems and ISO standards.

**Our Values**

Our most important assets are our people who work here. We all work as one team and rely on each other. We wish to create a working environment to which our people are proud to belong, by maintaining our values at the forefront of everything we do. These values are:

* Integrity – We do the right thing
* Quality – Quality in everything
* People - We care
* Forward thinking – We focus on the future
* Positivity – We believe we can
* Fairness – We champion equality

**Our WOW Factor**

When home became work, we learned that flexibility, understanding and balance allowed us all to move forward and grow together. So, no matter where you’re based, the hours you keep, the toddlers you have to entertain, or outside interests that help with your wellbeing we’re committed to our Ways of Working (WOW) with each other so we can continue to be our best.

**You belong**

We recognise that everyone’s story is different. The opportunities, experiences and challenges faced in life shape who we are, and we understand that these are the things that make us individual and unique. Embracing our differences means we’re able to approach what we do from every angle.

Inspiration and insight can come from anywhere, and no matter your history or choices in life, we empower our people to be their best, so we can be our best, together. **We welcome the whole you.**