



## Job Details – 11-07-19

### Service Desk Administrator - Guernsey

Amalgamated Facilities Management Ltd is currently recruiting for a **Service Desk Administrator** to join our busy Service Desk Team in Guernsey.

The service desk is the hub of AFM and supports the business in the following key areas:

- Customer Service
- Helpdesk facility
- Reception duties
- Administrative support
- Data inputting
- Fleet management support
- Store management support

Working as part of a small team the daily activities are varied: being first point of contact for all incoming calls and emails; liaising with clients, staff and 3<sup>rd</sup> party contractors; coordination of tasks (service delivery); administration support; travel bookings; meeting minutes; post; data inputting; management of AFM and clients CAFM systems; stationary orders; coordination of our out of hours call out service; support to our Jersey team to name just a few of the activities undertaken by the team.

This role would suit someone looking to start an office based administrative career in a non-finance environment.

#### Additional info for this role:

- Appropriate training would be provided to the successful candidate
- This is a full time position (Monday – Friday 08:00 – 17:00)
- Based at Garenne Park office (out of town)
- Occasional call out works will be required.
- Due to the nature of the work the successful applicant will be required to undertake a full police disclosure.
- Closing date for applications – 26/07/18

If you would like to find out more information about this role, please contact our Human Resources team on 01481252111 or forward your CV to: *Human Resources, Amalgamated Facilities Management Ltd, PO Box 595, Garenne Park, Rue de la Cache, St Sampson's, Guernsey, GY1 6ND* or by email to: [hr@amalgamatedfm.com](mailto:hr@amalgamatedfm.com)