
Facilities Support

The role holder will provide day to day cover for requests from clients and IMI staff members and will support the Facilities Team in providing an Efficient Facilities Management on the premises.

The role is a 3 month fixed term position working within the Campus Team and reporting to the Facilities Manager.

About the IMI

IMI equips leaders to build the future through pioneering executive development that translates insight into action.

Offering businesses in Ireland the opportunity to partner with a locally based, world-class executive education provider, our over 200 corporate members reflect a broad spectrum of Irish industry from SMEs and public-sector bodies to the world's largest multinationals.

Thousands of senior executives attend developmental programmes at IMI annually, ranging from NFQ level 9 Masters and Diploma qualifications to one and two-day master classes. We also act as a business partner for organisations, providing customised education to meet unique business challenges in a rapidly changing world.

In 2016, IMI merged with University College Cork, combining UCC's expertise, relationships and global reach with IMI's global ranking, reputation for excellence, unparalleled business community network and scalable business model to deliver distinctive, world-class executive education.

Key Responsibilities

(Key responsibilities include, but may not be limited to):

Maintenance support

- General maintenance & support duties throughout the campus
- Carry out all minor mechanical and electrical checks throughout the campus
- Minor Plumbing & lighting repairs bulb & starter changes
- Daily checks of the building and general building systems maintenance.
- All day reactive tasks such as unblocking toilets, cleaning spills, setting up for events, clearing areas throughout the office for meetings etc.
- Cover for repairs to desks, windows, walls and doors etc.
- Fabric maintenance, including painting and decorating, door furniture, Tiling, office furniture etc.

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The IMI is an equal opportunities employer

- Regular site walks to determine areas that require renovation attention
- Painting throughout the Campus & offices both internally and externally.
- Be vigilant in ensuring all areas are complaint regarding H&S

General Office support

- Responsibility for all room set up,- Lifting & reconfiguration of meeting rooms, ensure rooms are presentable for clients, check that all stationery and client requests have been actioned and update RAS system with changes as required.
- Provide facilities assistance for events & services.
- Support the use of the binding & franking machines.
- General office support and assistance to staff in the administration building.
- Be vigilant in ensuring all areas are complaint regarding H&S

Candidate Requirements

- Excellent customer service skills
- Must appreciate the importance of taking ownership of certain functions as allocated to the role
- Computer literate
- Excellent interpersonal and communication skills
- Customer focused
- Team Player demonstrating flexibility
- The successful candidate will exhibit behaviours of professionalism, patience, politeness and operate with a 'can do' attitude

How to apply:

Applications should include:

1. A comprehensive CV giving details of relevant achievements and experience in previous positions as well as your education and professional qualifications.
2. A covering letter that summarises your interest in this position, providing evidence of your ability to match the criteria outlined in the Candidate Requirements.

Please forward any enquiries and/or your application to recruitment@imi.ie

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