



Facilities Support Technician (12 Month Fixed Term Contract)

The role holder will provide day to day support to the HSE with their Covid-19 Testing Centre which is on Campus and will also support the Facilities Team in providing an Efficient Facilities Management on the premises and responding to requests to clients and staff.

The role is a 12-month fixed term position working within the Facilities Team and reporting to the Facilities Manager.

About us

Leadership. It's more than a job – it's a mindset. It's the capacity to inspire, empower and create new possibilities. IMI's mission, and passion, is to equip leaders to build the future. We are world-class specialists in enabling and inspiring leadership performance. We challenge and support leaders to fulfil their ambition - unlocking their potential and giving them the skills to deliver exceptional performance.

We've been shaping world-class executives for over sixty years. Founded by business leaders, for business leaders, in partnership with UCC's expert research faculty, we deliver intensively practical executive education that works in the real world. Our unique global rankings are a testament to our impact.

Any day spent at IMI challenges assumptions, deepens perspective and amplifies ability to lead. Do you have what it takes to work with IMI? Join us on our mission to equip leaders to build the future, and you will shape the future of leadership in Ireland.

IMI. Inspiring Leadership Performance.

IMI is strongly committed to protecting your personal information and we process and protect your personal data in accordance with our Privacy Notice which can be accessed on our website at the following address <http://www.imi.ie/about-imi/careers-imi>

The IMI is an equal opportunities employer

Key Responsibilities

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

Maintenance support

- Carry out Preventative Maintenance in line with the Facilities Dept Preventative Maintenance schedule.
- Report all minor electrical, plumbing, heating, HVAC and other daily maintenance issues escalating to contractors when required.
- Liaise with, co-ordinate and supervise 3rd party contractors when required.
- Monitor and update BMS building management systems & schedules to reduce costs
- Carry out minor plumbing & lighting repairs such as bulb & starter changes
- Proactively carry out tasks such as; cleaning spills, setting up for events, clearing areas throughout the office for meetings etc.
- Conduct internal & external fabric maintenance, including painting and decorating, door and window furniture, tiling, painting, office furniture repairs and removals and tanking of roof systems
- Conduct regular site walks with a view to enhancing the customer experience.
- Proactively carry out checks and report and ensure compliance under Health and Safety at Work Act.
- Set up meeting and training rooms to meet with customer expectations, this includes; Lifting & reconfiguration of desks and chairs, restocking of flip charts, stationery and training materials. Carry out checks and update systems as required.
- Provide facilities assistance for all conference events & services to including car park attendance and monitoring .
- Post room services including; monitoring and ordering of stock, printing & photocopying services, binding, laminating and franking machine maintenance.
- Conduct regular checks on maintenance supplies and reorder as required.
- Carry out janitorial and porter duties when required.

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Administration Support

- Provide general office administrative support and assistance to staff on Campus.
- Conduct & record checks of the emergency procedures and equipment.
- Raise purchase orders and carry out purchasing activities in line with public procurement process. Track purchases against budget.
- Review and report on energy usage.
- Generate and report on facilities check lists.
- Build and maintain plant asset list.
- Deal with all servicing, product guarantee and warranty related issues.
- Respond to maintenance related call-out when required.
- Coordinate, record and support training for Health & Safety within the workplace.

Candidate Requirements

- Previous strong maintenance experience ideally within hotel, campus or services environment.
- Demonstrate flexibility – to facilitate working different shift patterns (on occasion weekends may be necessary)
- Excellent customer experience skills, people skills and the ability to work well in a small team because we want work to be fun!
- Excellent organisational and multitasking skills in a fast-paced environment.
- Be a self-starter who can manage and prioritise their own workload
- Responsible and trustworthy, ensuring the environment is safe for guests and colleagues as you will have access to all customer areas.
- Good computer skills including Microsoft Office (MS Word, Excel & Outlook).
- General construction knowledge and competencies for general maintenance duties is desirable.
- Excellent interpersonal and communication skills
- The successful candidate will exhibit behaviours of professionalism, patience, politeness and operate with a 'can do' attitude

Only candidates who have valid work permit for Ireland or EU Passport / Irish Citizenship holder will be considered. Visas must be valid for the duration of the contract.

How to Apply

All applications must be submitted through IMI's applicant tracking system at:

<https://imi.peoplehr.net/Pages/JobBoard/Opening.aspx?v=8f1b48b4-8215-457c-8571-e23122d18f8b>

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.
3. Details of your eligibility to work in the Republic of Ireland.

Closing date for applications is Friday 28th October 2021

DUE TO THE HIGH VOLUME OF REPLIES, ONLY CANDIDATES WHO ARE SHORTLISTED FOR INTERVIEW WILL BE CONTACTED.

All communications regarding this role will be treated with complete confidence.

IMI's Values

IMI's new Values and Behaviours Framework identifies 6 core Values that we fundamentally believe in as central to our culture, brand and organisational identity.



To ensure IMI recruit the right people to join our team, people who actively reflect our values and culture, we take a competency-based approach to interviewing. Candidates called to interview will be asked a series of competency questions to allow them to demonstrate how their knowledge, skills and attitudes align with IMI's values and culture.

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