

# Job Vacancy

Realise the next step  
of your career

## Facilities Support Coordinator

POSITION TYPE: Full time, permanent

LOCATION: Ipswich, Suffolk



# Introduction

## Your privacy

Bauder treats personal data collected while managing your job application in accordance with our Data Protection Policy. Information about how your data is used and the basis for processing your data is provided in our Job Applicant Privacy Notice, this is published to our website within the [Careers Section](#) or available upon request from the [HR Department](#).

## About us

Bauder is a leading international manufacturer of building construction materials for flat roofs. We provide our clients with a complete technical roofing solution and package from inception to completion, to meet their every requirement. Our service is centred upon our dedication to provide a waterproofing system that fully understands all the individual issues of any project and fully responds to the needs of the client.

Our flat roof systems are designed to provide a high quality, single source solution for every application and client need. Whether green roofing to bitumen membrane, and from hot melt to cold liquid applied, right through to BauderSOLAR PV panels, giving energy for sustainability.

Bauder flat roofs represent an industry leading commitment to deliver technologically advanced roofing products, which meet the diverse needs of the roofing industry in terms of budget, performance and function of the highest quality. The Bauder name is synonymous for quality, design and service.

Our people focused culture originates from a strong family ethos and the belief that our success is determined through our people, who are at the very heart of what we do.

## Fit to team and skillset drives our success

We place great attention to detail on recruiting the right person, team fit is as important to us as skillset and people join us for a career and not just a job. We have fun whilst we work and reward, recognise and develop the capabilities of our people. The commitment from all our people undoubtedly drives the high levels of business performance and success enjoyed today.

*'you work with friends not colleagues' (Area Technical Sales Manager)*

*'the Company really looks after you as a person' (Technical Administrator)*

*'there is a strong commitment to employees and sense of trust and fairness' (Manager)*

Would you like to be part of an extremely successful, team spirited business, with a motivated people driven culture? A business which focuses upon building your career, supporting and encouraging your development and fostering autonomy, ownership and accountability. We offer a highly competitive remuneration package and lifecycle of benefits, designed to protect you and your family. Our accolades validate our employer credentials, we are the first in our sector to be awarded the prestigious Investors in People Platinum award and are proud to be one of the highest IIP accredited organisations in the UK.

Bauder is an Equal Opportunities employer

Bauder Ltd  
Human Resources, 70 Landseer Road, Ipswich, Suffolk, IP3 0DH England  
T: 01473 257671 E: [info@bauder.co.uk](mailto:info@bauder.co.uk) W: [bauder.co.uk](http://bauder.co.uk)



**INVESTORS IN PEOPLE™**  
We invest in people Platinum

# Job Specification

April2024-V1

## Objective:

Reporting to the Facilities Manager working pro-actively with a hands-on approach you will provide FM/Reception support including support required to meet operational specialised equipment permit regulations. The ideal candidate will possess proven IT skills and would have worked within a similar administration role, responsible for the planning and co-ordination of various procedures and administration tasks all set within a fast-paced process driven environment.

The ideal candidate will be an experienced administrator with the ability to deal with heavy workloads & the role would suit a team spirited candidate with a pro-active, hands-on and flexible attitude.

## Outline of responsibility/duties:

### FM Management:

- Maintain up-to-date, maintenance records & electronic files and ensure compliance requirements are met regarding the servicing & repairs at the company Premises
- Provide regular reception/switchboard cover (Lunches, Absences, and holidays) including other reception duties.
- Assist with the management of the programme of planned & unplanned works
- Take responsibility for contractors working on premises
- Liaise with the cleaning company managers & act on any feedback from cleaners or Bauder staff
- Work with the Warehouse & Logistic Managers over pre & unplanned works

### Management of Specialist Equipment (Moisture Gauges x 3):

- Liaise with Bauder Gauge users & external courier(s) for collections and deliveries
- Arrange courier bookings and deal with booking amendments
- Administration support including control of gauge project information & relevant forms
- Secure booking in/out of gauges at Head Quarters location
- Support with setting up of training for new Radiation Protection Supervisors
- Approximately 30-40% of week working alongside the Health and Safety Coordinator

### General:

- Deal with enquires via telephone and email
- Preparation & support with all FM & Gauge Permit Audits
- Communicate / liaise with internal and external Bauder staff
- Ordering and distribution of office consumables
- Organise Documentation (electronically)
- Provide support and assistance as and when required

Bauder is an Equal Opportunities employer

Bauder Ltd  
Human Resources, 70 Landseer Road, Ipswich, Suffolk, IP3 0DH England  
T: 01473 257671 E: [info@bauder.co.uk](mailto:info@bauder.co.uk) W: [bauder.co.uk](http://bauder.co.uk)



**INVESTORS IN PEOPLE™**  
We invest in people Platinum

# Job Specification

April2024-V1

## Key skills/criteria (qualifications, experience):

- Excellent attention to detail, accuracy & the ability to prioritise and control workload
- Excellent communication skills via written & verbal mediums, including confident telephone manner
- Organisational and administrative capabilities
- Team Player with both a pro-active & supportive approach
- Experience of Microsoft and database packages
- Ability to work to deadlines
- Able to work under pressure and in a pressurised environment
- Proactive problem-solving ability
- Desire to learn

## Optional:

- Fire Warden experience
- First Aider Qualification

This job description is non-exhaustive and subject to change as the Company deems necessary.

## A message from the recruiting manager:



### **Joanne Colclough, Facilities Manager**

*Here's a little insight into the team you will be joining. We are close knit team, whose ethos is supporting each other and working together. We pride ourselves in recognising each other's strengths as well as day-to-day challenges and stepping in when an extra pair of hands is needed. You will be working alongside the Operations Director, Operations Support Manager, Health and Safety Manager, Health and Safety Coordinator, 2 Receptionists and myself.*

*Our role is to ensure the smooth operation of the day-to-day function of the business and proactively ensuring people have a safe and enjoyable workspace to come into daily.*

*If you are looking for a position where no two days are the same, for example, you might be dealing with facilities walk arounds, managing external maintenance contractors, handling Bauder bespoke survey equipment under strict compliance regulations or even helping with the company busy switchboard but also dealing with more the routine tasks required. This role will suit someone who enjoys challenges, is able to think on their feet with excellent organisational & prioritising skill sets when managing daily work requirements.*

*Whilst the role is busy and varied, we are aware that it is important to have fun and we ensure no matter what we are doing each day, we have a moment to laugh and celebrate even the smallest achievement.*

*So, if the above sounds like you and you are a team player that is willing to work hard and work across areas within the team adapting at short notice, we look forward to hearing from you.*

Bauder is an Equal Opportunities employer

Bauder Ltd  
Human Resources, 70 Landseer Road, Ipswich, Suffolk, IP3 0DH England  
T: 01473 257671 E: [info@bauder.co.uk](mailto:info@bauder.co.uk) W: [bauder.co.uk](http://bauder.co.uk)



**INVESTORS IN PEOPLE™**  
We invest in people Platinum