



PROTECTION IS EVERYTHING

**POSITION: Facilities
Coordinator
BASED AT: Rustington, West
Sussex
REF NO: 168
Closing date for applications:
17 May 2019**

Jankel Armouring Limited is a great place to work. The Company is evolving and growing in response to unprecedented success in supplying mission-critical vehicles, survivability systems and services to clients across the world, including Departments of Defence, Government Organisations, Non-Government Organisations and Original Equipment Manufacturers.

So where do you fit in?

The facilities coordinator will be responsible for implementing appropriate procedures and working practices that ensures the business meets legal & regulatory requirements for all buildings, equipment, tooling and utilities supplies. As well maintaining all company buildings and facilities in good working order.

The facilities coordinator will also liaise with appropriate departments to set up timely and best value support from external service providers and advise on and control any changes to existing, or installation of new, equipment and facilities.

Specific Responsibilities

General

- To understand, comply with and enforce all company policies and procedures.
- Liaise and integrate with all departments as required to improve performance.
- Maintain suitable metrics and performance indicators for the business and implement appropriate improvement plans where required.
- Lead and support cost down activities throughout the business.
- To liaise with outside agencies and regulators on behalf of the business.
- To measure and report on appropriate security and facilities aspects to senior management.

Facilities

- Advise on and control the company facilities to ensure suitability of use, to support project and programme requirements.
- Enable and carry out minor repair and maintenance activities.
- Source, manage and control facilities contractors as required.
- Control the maintenance, calibration and safe use of all tooling, support equipment and facilities.
- Advise on procurement of new tooling, equipment and facilities to suit business needs.
- Manage and control the use of utilities to ensure best value.
- Ensure suitable systems exist to control the change of use and development of facilities for future projects.
- Ensure planned preventative and timely corrective maintenance for all tooling, equipment and infrastructure.

Security

- Control the maintenance and proper use of all security support systems (e.g. CCTV).
- Ownership of the employee and visitor security clearance processes.
- Assist the Security Controller and the board level contact in maintaining the company List X status.
- Advising the business on security aspects when visiting and supporting customers in foreign countries.
- Deliver security briefings and employee inductions.

Let's talk about you!

We are seeking someone who has:

- Formal qualification in a facilities management & security discipline or 2 years' relevant experience.

Experience/Knowledge

- Experience and understanding of automotive/military standards and systems.
- Previous management of multi-site facilities management.
- Proven track record of team development and improvement.
- Able to lead and develop business-wide knowledge of security aspects.
- Ability to influence all levels of the business.
- PC skills Word, Excel, report writing and use of SAP One Business systems.

Applicants should possess the following core competencies:

- Eligible for UK Security Clearance to minimum SC ('Secret') level.
- **Customer focussed** - displays pro-active approach to meeting both internal and external customer needs.
- **Results-focussed** - strong desire to achieve results and works hard to reach goals and targets. Seeks to achieve results which enhance business success.
- **Flexibility** - displays versatility and adaptability. Identifies need for change, develops new ideas, encourages and supports innovation. Reacts positively and with enthusiasm to change and improvement. Has capability to achieve results and manage workload even at peak of pressure. Self-manages to be highly effective even at times when workload is less.
- **Professional** - takes career seriously and considers the business dimensions of decisions carefully. Intellectually and analytically rigorous; displays high competence in chosen field and is trusted by the business to "do the right thing".
- **Integrity and morality** - acts with scrupulous honesty with customers, colleagues, and suppliers and everyone else they come into contact with in the workplace.
- **Communication and listening** - strong interpersonal skills; the appropriate use of written, oral, non-verbal and listening skills, with an ability to persuasively impart information and pick up on underlying messages.
- **Superior planning and organisation skills.**
- **Problem solving** - displays logic, creativity and pragmatism in resolving problems, requiring little supervision and using disciplined problem-solving methods.
- **Adaptability** - the ability to react to different circumstances whilst maintaining composure and focus on objectives; can be relied upon in tough situations and is able to constructively challenge the status quo to facilitate appropriate change.
- **Teamwork** - a strong team player with the ability to recognise and manage the team dynamic; demonstrates the ability to understand others motivations and actively assess their strengths and weaknesses, is aware of others workloads and responds accordingly.
- **Leadership** - strong leadership skills, conveying confidence, presence and a professional image at all levels within an organisation.
- Willing to travel in UK and internationally as required.

In return we offer a competitive salary plus quality benefits, including early finish on Friday afternoons.

Candidates must be eligible for UK Security Clearance to minimum SC ('Secret') level.

Role is based at our Company's offices in Rustington with requirement for travel to other Jankel sites in West Sussex and Surrey.

STRICTLY NO AGENCIES

**Interested? Then apply by sending your CV to Caroline Bayliss
HR Advisor
caroline.bayliss@jankel.com
Quoting Job Ref. 168
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Jankel is an armed forces-friendly organisation, recognising the value serving personnel, reservists, veterans and military families bring to our business