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**Job Description – Beauparc**

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| **Job Title** | Maintenance Administrator |
| **Reports to** | Equipment Maintenance Manager |
| **Business/Function** | Equipment Team |
| **Primary Location** | Bromborough |

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| **Purpose:**  The Equipment team are responsible for ensuring that over 600 items of WHE, Including Compactors, Balers and other specialised items of equipment and containers currently on customers sites under fully inclusive rental contracts are maintained, repaired, and inspected as required, plus an additional 200 items of customer owned equipment that we maintain on their behalf, under contract. The effective administration of this fleet is vital to ensure accountability, compliance, profitability and safety by ensuring that all work is carried out in a timely manner to an acceptable, safe and cost-effective standard, and that customer satisfaction is maintained, and expectations are met. |

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| **Key accountabilities:**   * Plan/monitor preventive maintenance schedules monthly to ensure that all WHE is maintained cost effectively, is compliant and safe to use with minimum downtime. * Liaise with customers regarding maintenance and repair activities. * Maintain accurate records of all maintenance activities. * Respond to maintenance or breakdown requests and issues in a timely manner. * Progress chase with Engineers and/or sub-contractors ensuring that communication with the customer is always maintained until resolved. * Process engineers’ worksheets and review for completion, first time fix, outstanding work and identification of further works required. Escalate where required. * Arrange return visits, further works, including modifications, major overhauls, and refurbishments into the planning schedule. * Arranging Permits to work and RAMS packages for customers * Coordinate with vendors and contractors for maintenance services. * Coordinate with other departments to ensure smooth operations. |

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| **Area of responsibility:**  The equipment team has responsibility for a fleet of approximately 700 items of equipment, most owned by the company and growing at the rate of 100 per year, so this role has significant accountability. Currently local work is done in-House with “off-patch” work being sub-contracted, and the post holder must be able to effectively communicate with all levels including, site operatives, customers, technicians/engineers, suppliers and sub-contractors, some with high levels of technical knowledge, in a professional manner and with a focus on customer service and event resolution.  Develop relationships with Key customers, Account Mangers, and internal sales teams to support issues resolution and drive growth and provide a high level of support, in a confident manner, ensuring safety and compliance are always paramount.  Foster excellent working relationships with Key suppliers/contractors maintain our integrity and to ensure high levels of support when needed.  Ensure AMCS and other internal systems are updated correctly to deliver regular business critical reports and invoices. Data entry accuracy, and an understanding of administrative processes are key skills required for this role.  Other tasks include:   * Production and processing of Training certificates * Producing and processing Quotations * Updating customer/supplier portals |

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| **Qualifications and Knowledge:**  Relevant knowledge and experience supersede specific qualifications as this is a niche position,  but the candidate should have:   * Relevant Administrative experience * Evidence of recent training /learning * Experience of planning and organising maintenance tasks |

*Beauparc aims to attract and retain a skilled and diverse workforce that best represents the talent available in the communities in which our assets are located and our employees reside.*

*(DE&I Policy Statement)*