



JOB TITLE: Maintenance Assistant

JOB REFERENCE: MA 06/19

We are looking to recruit a **Full Time Maintenance Assistant** to join our maintenance team. This would involve attending to maintenance issues throughout the Resort, including plumbing, decorating and joinery. The ideal candidate will be able to multitask and prioritise jobs where necessary. The successful applicant will have the ability to work well under pressure and have a driven attitude to complete tasks.

The Position:

The main responsibilities for this position include:

- Work within plans and implement internal and external maintenance and decorating schedules and any grounds maintenance providing minimum disruption to the day to day running of the Resorts operations
- Carry out and record maintenance and testing of all equipment in line with policies and procedures
- Respond to day to day requests for repairs via our internal system HOTSOS
- Carry out minor plumbing, joinery works and projects that are within capability
- Report any need for supplies/equipment to be replenished
- Provide a friendly and professional service to all guests when around the public areas of the Resort or in bedrooms
- To be fully conversant with the Hotel Fire and Emergency operations

The Person:

Applicants must have:

- At least 2 years maintenance experience
- Have previous joinery experience
- Knowledge of Health & Safety Legislation
- A full clean drivers' licence is essential to meet the requirements of the role
- A positive and friendly attitude coupled with an enthusiastic approach to exceeding customer expectations.
- A sense of pride in the delivery of high standards of presentation, hygiene and the Galgorm Spa & Golf Resort brand.

We reserve the right to enhance the criteria to aid shortlisting and, in the event, that we receive large numbers of applications only those that are shortlisted will be contacted.

Please be aware that by applying for this post you are consenting to Galgorm Spa & Golf Resort processing the information you have provided for the purposes of Recruitment and Selection for this role. Further details are available in our Job Applicants Privacy Policy available on request from our HR department.

Galgorm Spa & Golf Resort are an Equal Opportunities Employer

To apply for this position, please email your CV showing how you meet the essential criteria to HR@galgorm.com ref; MA 06/19

Closing date for applications will be Tuesday 18th June 2019 at 12pm.