



Ecovert FM is the facilities management arm of the Bouygues group in the UK. We operate large scale contracts, particularly in the PFI market, the result of a successful partnership with our construction sister company, Bouygues UK.

Please send an application form and/or C.V. together with a covering letter stating the post title and explaining why you feel you are suitable to:

**Lucy Gibb**  
**Human Resources Administrator**

Ecovert FM Ltd  
Elizabeth House  
39 York Road  
London  
SE1 7NQ

or email: [recruitment@ecovertfm.co.uk](mailto:recruitment@ecovertfm.co.uk)

Closing date:  
**25 July 2008**

**Phone A Friend Scheme**

If you know someone who maybe interested why not tell them about this vacancy and get them to apply. Make sure you complete a Phone a Friend Scheme Claim form and you may receive a cash reward\*

\*subject to Terms & Conditions



**OPERATIONS**  
**CABINET OFFICE Security Receptionist**

We require a Security Receptionist to assist in the delivery of customer-facing services across the Cabinet Office estate.

You will be responsible for the daily operation of the Security Reception area at a designated location with the flexibility to move to an alternative location, as and when required.

Applicants must have excellent communication skills, both written and oral. Good knowledge of all Windows packages, and the ability to work as part of a team and autonomously. You should be adept at working on their own initiative and be calm under pressure. A friendly, patient and welcoming manner is essential.

Previous Reception and/or customer service experience, along with a good understanding of the Security Industry would be advantageous. Successful candidates will undergo training for the SIA Security Licence.

The post is for 50 hours per week, to be worked between the hours of 8.00 am and 18.00 pm (Monday to Friday).

These posts offer an attractive salary and benefits package, according to the skills and the experience candidates bring to the role.

***Employment in this post is dependant upon obtaining security clearance.***

***ECOVERT FM IS CONTINUALLY WORKING TOWARDS BEING AN EQUAL OPPORTUNITIES EMPLOYER***