



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:

**Nicola Contractor
Human Resources Manager**
Ecovert FM Ltd
Elizabeth House
39 York Road
London
SE1 7NQ

or email: 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



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.

OPERATIONS
WEST MIDDLESEX UNIVERSITY HOSPITAL Helpdesk
Operator

In this challenging role you will play an active part in the running of the Helpdesk Team. You will ensure the established high standard of customer care are met and improved.

We are looking for a good communicator with the ability to liaise with colleagues and clients alike, and be a committed team player who can deliver and continuously improve on our service.

A good knowledge of IT is necessary as well as experience of using Microsoft Word, Excel and sound administration skills. Experience in Hard and Soft Facilities Management & Maximo system is desirable.

The post is 40 hours per week, worked from 09h00 hours to 18h00 hours, Mondays to Fridays.

This post offers an attractive salary and benefits package, according to the skills and the experience a candidate brings to the role.

This post will involve working with children and/or vulnerable adults. Accordingly, successful applicants will be subject to a criminal record check before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions.

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