**Property Maintenance Operative**

**What this job involves:**

We are seeking a motivated and enthusiastic individual to join the Property team as a Property Maintenance Apprentice in our Birmingham offices. You will join our experienced Site Maintenance team to carry out routine checks, repairs, and maintenance.

This is an exciting role for someone who has a willingness to learn across the broad spectrum of maintenance services, gaining appropriate qualifications in relevant trades and become a competent Property Maintenance Operative. You will also work towards a Level 2 Property Maintenance Operative qualification.

**What your day-to-day will look like:**

* Observing, learning, and assisting a wide range of maintenance skills and processes while under the instruction of skilled technical staff

• Support Facilities and Maintenance Supervisor with day-to-day tasks

* Assist with plumbing repairs and additions

• Carry out minor building repairs

• Office moves

• Repairs to fixtures, fittings, and furniture

• Gardening

• Office partitioning installation and adaptation

• Help ensure compliance with statutory requirements and best practice

* To be able to demonstrate these skills and processes as the training period progresses by working independently or with a team, to undertake tasks as instructed and increasing overall contribution to the department.
* Learning and understanding the importance of Health and safety within the workspace.
* To maintain and to ensure general good housekeeping of the workplace areas.
* To maintain a smart appearance and to always act in a professional manner
* To perform any other duties appropriate to the grade and role of the post holder

**Required Skills and Experience:**

**Education:**

* GCSE Maths and English, minimum grade C/4 or equivalent.

**Technical Skills:**

* Basic knowledge of facilities management or similar field is preferred. Proficiency in using Microsoft Office Suite (Word, Excel, PowerPoint), with the ability to learn new software and tools.

**Strong Work Ethic:**

* A proactive and driven individual with excellent time management skills and the ability to meet deadlines while maintaining a high standard of work.

**Communication and Teamwork:**

* Strong verbal and written communication skills. Ability to collaborate effectively with team members, management, and staff.

**Problem-Solving:**

* Detail-oriented with critical thinking ability to identify and propose solutions to operational issues.

**Adaptability:**

* Willingness to work in a fast-paced environment and embrace new challenges, whilst learning and using trade skills. Willing to work flexible hours when required.

**Health and Safety Awareness:**

* Understand the importance of a safe working environment and adhere to health and safety protocols.

**Professionalism:**

* Demonstrate a high level of integrity, professionalism, and confidentiality in handling sensitive information.

**Location:** Birmingham