

Maintenance Supervisor

Reactive 02 provide repairs and maintenance services for an extensive portfolio of commercial, residential and industrial clients. Here at Reactive 02, our goal is to continually raise the benchmark for reactive and planned maintenance services, giving our clients access to a wide range of maintenance services and project capabilities.

The Role of operations maintenance supervisor

- Assess incoming jobs load them and assign them to the relevant PAYE operative or sub-contractor.
- Ensure operatives or sub-contractors have the relevant information in order to complete the job within the agreed timeframe and budget.
- Constantly monitor and manage jobs/ do updates to ensure everything is going to plan.
- Use internal systems and ensure all are updated correctly.
- Communicate with operatives, sub-contractors and clients via email and phone.
- General administration duties
- Work as part of a hard-working team
- Out of hours on call 1 week in 6

Key Skills / Experience Required:

- Experience of working in a similar role.
- Previous experience within building services or facilities maintenance is essential.
- Proven ability of learning and working with a bespoke IT systems, Job flow and concerto.
- Must be commutable to the company office in Wrotham Kent.
- Ability to communicate effectively by phone and email.
- Adaptable to changes and able to provide encouragement and assistance to the team.
- Delegation skills ensuring that the workflow is managed effectively.
- Computer literate and able to learn new software.

- Professional and commercially aware
- Strong planning and organisational skills
- Flexible and reliable
- Team Player
- Able to provide 24/7 On Call support 1 week in 6.

This is a permanent office-based role.

The Package:

- Starting salary of £35k per annum
- Bonus Scheme
- Monday to Friday, 8am to 5.30pm
- 28 days holidays including bank Holidays.
- Company Pension
- Company vehicle is available

