

RECRUITMENT PACK

MAINTENANCE TECHNICIAN WITH ADMIN DUTIES



AN IHG® HOTEL
BELFAST CITY

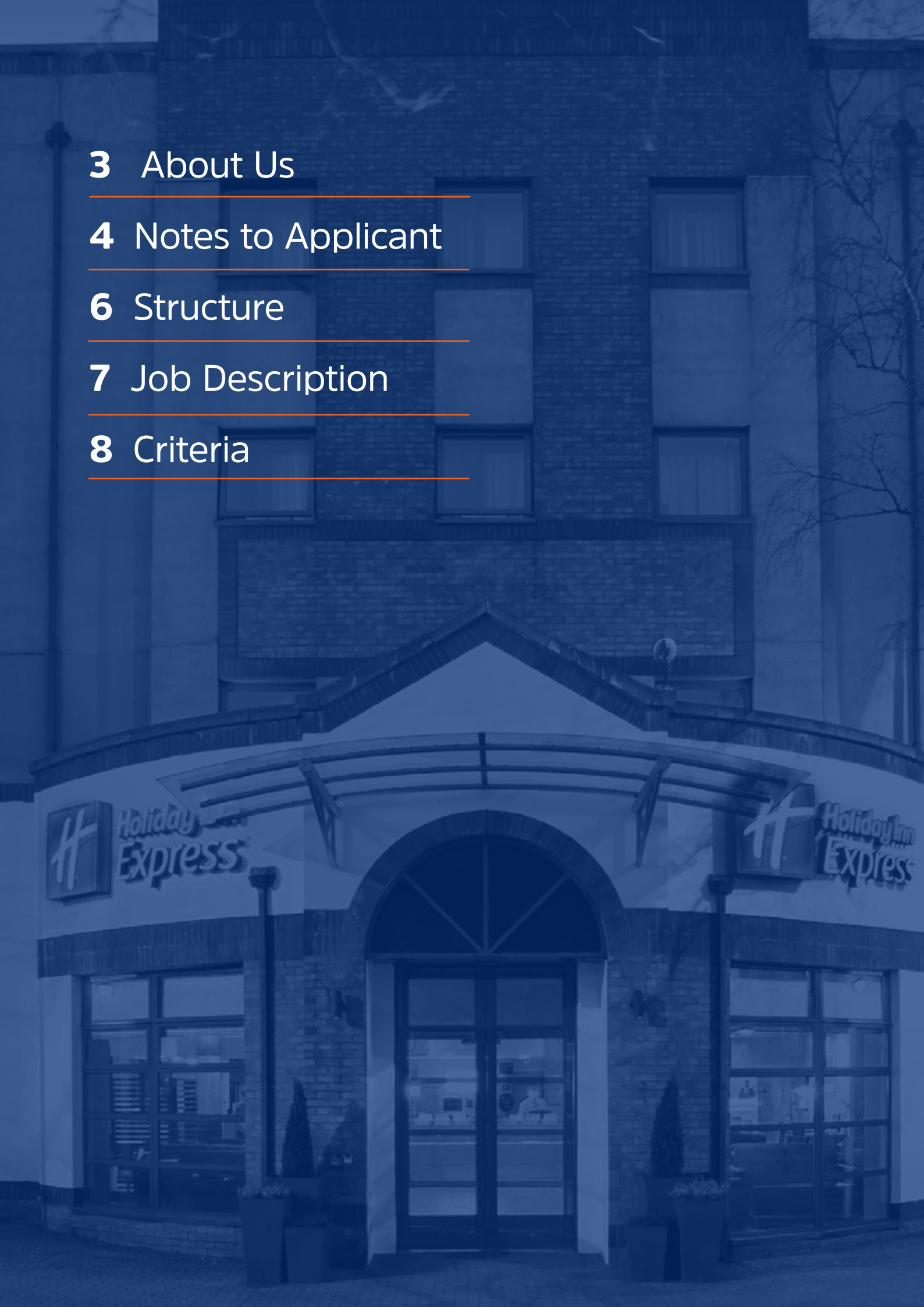
3 About Us

4 Notes to Applicant

6 Structure

7 Job Description

8 Criteria



About Us

We are always looking for talented and enthusiastic team members at all levels to join our company. We want to encourage our team members to develop new skills, embrace new challenges and be rewarded in our company. Andras Hotels is a leading property development and hospitality company based in Belfast, Northern Ireland.

We're the city's largest hotel group and we are proud to be at the forefront of hospitality in Northern Ireland.



Notes to Applicants

Job Title: Maintenance Technician
with Admin Duties

Location: Belfast, 106 University Street

Duration: Full time permanent

To download an application pack and apply please visit:
<https://www.andrashouse.co.uk/careers.html>

- Completed and signed application forms can be returned in hard copy or send to Michelle Trotter hrofficer@andrashouse.co.uk,
- Please do not alter the formatting of the application form.
- Alternatively you can send your CV to the above email address.
- You will be contacted by the Head of Department in due course to arrange a suitable interview date & time.
- Applications & CVs should be returned by the closing date.



Selection Process

- You should ensure that you provide evidence of your experience on your application form, giving length of experience, examples and dates as required.
- Holiday Express will not make assumptions from the title of the applicant's post as to the skills and experience gained.
- A shortlist of candidates for interview will be selected on the basis of the information contained in the application.
- Candidates should demonstrate how and to what extent they satisfy each of the criteria outlined.
- Only those candidates who, from the information supplied on the application form, most closely match the selection criteria for the post will be shortlisted.
- Shortlisted candidates will be invited to an interview scheduled to take place on the date specified or as soon as possible.
- Holiday Express will make all reasonable efforts to accommodate applicants who are unavailable on the specified interview date but it is under no obligation to do so.
- Reasonable adjustments will be made to enable you to attend an interview if required.
- The panel's decision at every stage of the selection process is final.
- Canvassing will result in disqualification from the process of selection.

Feedback

- Due to the high volume of applications anticipated, Holiday Express is unable to provide individual feedback on why applications have been unsuccessful at shortlist stage.
- Following interview stage feedback can be provided, by request, once the recruitment process is complete.

Pre-Employment Checks

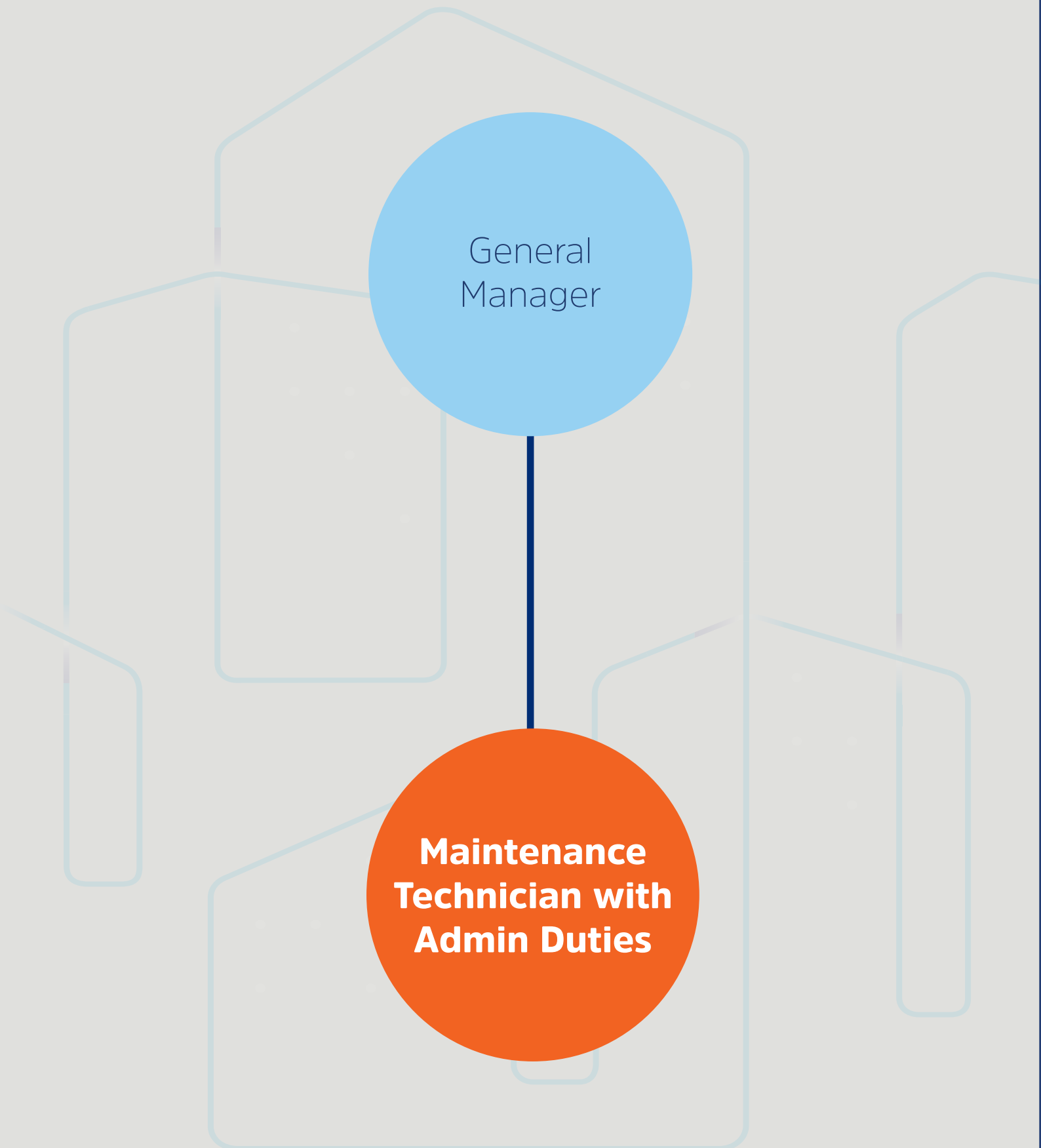
Prior to taking up duty the person recommended for appointment must:

- Enter into an agreement which sets out the main terms and conditions of employment.
- Provide evidence of the right to work and reside in the UK via a passport and proof of a national insurance number (for example national insurance card, P45 or payslip).
- Produce official evidence of your qualifications as required.

Job Applicant Privacy Notice

- Andras House is the Data Controller under the General Data Protection Regulations (GDPR) for the personal data it processes relating to job applicants.
- Processing data from job applicants allows us to manage the recruitment process, assess and confirm an applicant's suitability for employment and decide to whom to offer a job.
- In some cases, Andras House will also need to process your data to ensure it is complying with its legal obligations. For example, to monitor applicants' sensitive personal data to check qualifications and to check applicants' eligibility to work in the UK before employment starts.
- All data relating to job applicants is held for no longer than is required by statute.

Structure



Job Description

Job Title: Maintenance Technician
with Admin Duties

Reporting To: General Manager

Location: Belfast, 106 University Street

About The Role

You will be tasked with keeping the hotel in a safe and well maintained condition as expected by our guests and brand. The role includes completing maintenance tasks and repairs which are scheduled or required each day, carrying out safety checks and completing records, scheduling service visits by external maintenance contractors and organising minor repairs by external contractors. You will report to the General Manager of the hotel.

About You

You will be a self-motivated, proactive employee who understands the necessity of diligent care and upkeep. You are time-efficient and see each task as an opportunity to amaze guests with your maintenance and customer service skills. You will enjoy working with a team and contributing positively to it, but also have the ability to work on own initiative. You will have good planning and organising skills. You have skills and experience in carrying out property maintenance and minor repairs and you understand that this role requires the ability to perform manual handling tasks.

Why Work for Us?

Andras Hotels Employee Benefits

- Discounted Hotel Rates
- Recruit a Friend Scheme
- Employee of the Month Award
- Staff meals while on duty
- Uniform
- Discounted rate at Bodyscape, based at the Crowne Plaza
- Andras Academy – Training and Development Programmes and progression opportunities within the Andras Hotels Group
- Work for globally renowned Hotel Brands
- Reward Club Incentive Scheme
- Hotel Incentive scheme

Accountabilities

- Works within the hotel, under management of General Manager and closely with the Estates Department
- Your hours of work will be 5 days per week on either the early shift (8.00am – 4.30pm) or the late shift (10.00am – 6.30pm) and will include 1 weekend days

Main Duties and Responsibilities

- Achieve individual and departmental targets and objectives.
- Maintaining a safe environment for hotel guests and team members by completing safety checks and updating and maintaining health & safety records.
- Completing maintenance tasks and repairs which are scheduled or required each day, such as painting, changing light bulbs, tightening or replacing fixtures and fittings, replacing or repairing broken furniture/equipment, and carrying out basic plumbing and electrical repairs where qualified and safe to do so.
- Completing preventative maintenance checks and tasks and maintain records.
- Ensure scheduled service visits by external contractors are completed, maintain records and follow-up on remediation works that may be required.
- Organise minor repairs where required by external contractors, including obtaining quotes, issuing purchase orders, and ensuring satisfactory completion of the work.
- Have an understanding of the hotel's plant and equipment and safety systems, including how to interpret readings from meters & gauges. Read and understand health and safety manuals. Reporting issues with systems and equipment.
- Maintain maintenance inventory and requisition parts and supplies as needed.
- Keep maintenance tools in good condition
- Keep work areas clean and tidy
- Assist housekeeping with scheduled tasks.
- Any other tasks as requested by management.

Behaviours

- Team Work – work cooperatively and effectively with others
- Positive and “Can Do” attitude – positive, friendly manner with customers and colleagues
- Commitment – “I do what I say”, commitment to do the best in everything I do
- Diversity & Respect – welcome, include and demonstrate respect for all individuals from all groups
- Integrity – honest, respectful and accountable

Qualifications and requirements

Essential:

- Experience in carrying out basic maintenance tasks
- Experience of using computer to check emails, send reports
- Good understanding of English, both written and oral
- Ability to multi-task in a busy environment whilst adhering to Standard Operating Procedures
- Ability to work within a Team and also independently
- High standards of Attention to Detail
- Ability to communicate and follow instruction

Desirable:

- Experience in a maintenance role in a hotel or customer facing environment

The statements in this job description are intended to represent the key duties and level of work being performed. They are not intended to be ALL responsibilities or qualifications of the job.

WE

KNOW

WHAT

MATTERS

HOLIDAY INN EXPRESS®
BELFAST CITY
106 University Street
Belfast, BT7 1HP
T: 028 9031 1909
holidayinnexpress.com



AN IHG® HOTEL
BELFAST CITY