



THE ROLE AND WHAT TO EXPECT

Working to support the facilities engineering helpdesk/administration, you will be expected to support all helpdesk, administration and business functions within the company. Operating as a user to Shires CMMS for FE contracts, to assist coordinating and maintaining the business systems, for all works and maintaining all records within CMMS via FE processes. Including planning/tracking costs, preparing relevant documentation and establishing strong relationships with our client site teams.

WHAT YOU WILL NEED TO SUCCEED

- 5x GCSE's at Grade C or above to include English and Math's
- A level & higher (Desirable)
- Excellent Excel, PowerPoint, Word and Outlook skills
- Excellent customer service and communication skills
- Ability to input, process and interpret data with attention to detail
- Strong organizational and communication skills and ability to work flexibly
- Ability to work to targets and deadlines
- Ability to think on your feet and act decisively
- Problem solving capabilities and ability to grasp concepts easily
- Ability to work in a logical and systematic manner

ABOUT YOU

- Ability to make decisions and use own initiative
- Creative, comes up with ideas
- Prepared to learn new skills
- Confident and Self-motivated
- Ambitious and resilient
- Team player
- Prepared to learn new skills

ABOUT ADI GROUP

adi Group is a large, multi-disciplined, privately owned engineering company offering a single source, integrated service to provide Totally Engineered Solutions. Founded in 1990, the group specialises in supporting the manufacturing sector in the UK & Ireland, through 16 limited companies and over 20 service divisions. Enjoying exponential growth over the last three years, the Group has seen its workforce increase by 50% to over 500 employees and is expected to double in size by 2020.

WHY WORK FOR US

Whether you work at our flagship head office, at one of our 11 regional offices, or at one of our client residencies, a job at adi is fast-paced and promises variety, progression and opportunity. We are dedicated to creating a winning team with a strong work ethic, a commitment to excellence and above all, a passion for engineering.

HOW TO APPLY

If you are a professional hands-on, self-motivated and team focused individual who is reliable and flexible in their approach to work with a keen eye for accuracy and attention to detail – we want you!

To apply, please visit: www.adiltd.co.uk

adi Group is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or beliefs,



marital status, or pregnancy or maternity.