

**Health and Safety Administrator
Reporting to Property Services Project Manager
Monday – Friday
40 hours between 8.30 – 18.00 (rota basis)
Birmingham, B1**

Who are we?

Citibase offers a diverse and rapidly expanding nationwide network of business centres and has been going from strength to strength for 25 years to cement our position as The Property Manager for the New Economy.

We focus on giving entrepreneurs and businesses “Freedom at Work” and the independence, flexibility and support to create, grow and enjoy running their businesses in our centres.

We’re currently experiencing a sensational period of growth as we continue disrupting the office market and we’re seeking talented individuals to help us take our customer experience to the next level and build strong relationships in our neighbourhood.

Due to our expansion Citibase has an opportunity for an exceptional individual to take on the rewarding role of Health and Safety Administrator. This will be a new role within a new team based in our Birmingham Engine Room.

What will you do?

You will be responsible for health and safety administration and booking of planned maintenance for Citibase centres and the Engine room ensuring there is an efficient and effective service provided centrally.

We want someone exceptional who is...

Action oriented to

- Assist with the administration of health and safety for all Centres
- Prepare accurate and timely health and safety audits using Citibase’s in house system (iAuditor)
- Monitor and respond to the central health and safety inbox / iAuditor notifications raised and / or direct to other team members as required
- Maintain the online database of health and safety documents ensuring they are up to date
- To arrange contractors and raising purchase orders to carry out health and safety proactive works in a timely manner
- Sourcing quotes for remedial works required
- Goods receipting of purchases orders and validating invoices are correct
- Managing the accidents and incidents logs, escalating to the relevant line management for timely actions and investigations
- Ensure that key health and safety data including incident, monitoring, and audit findings are recorded in the appropriate files and used to produce management information
- Keep an updated list of Fire Wardens and First Aiders across the business

- Ensure health and safety noticeboard materials are up to date across all centres
- Liaise with other departments such as Procurement and Purchasing for ordering / delivery of health and safety products
- Liaise with the HR team for health and safety training courses
- Actively seek quotes with suppliers and sub-contractors for quoted works
- Supporting the daily, weekly and monthly checks of the Engine Room in Birmingham
- Working with other administrators to support general administration including holiday and absence cover

Knowledge/Experience

- Previous knowledge of iAuditor desirable
- Previous experience of Health and Safety administration would be advantageous but not essential as full training will be given
- Minimum Grade C in English and Maths (or equivalent)
- Confident user of Microsoft office 365 (Word, Excel and Outlook)

Key skills/behaviours required for this role

- Professional manner
- Excellent telephone manner
- Building customer relationships
- Excellent communicator
- Great attention to detail
- Organisational skills
- Tenacious
- Resilient and embraces change
- Influencing
- Building stakeholder relationships

What will we offer you?

- Up to £21,000 per annum
- 40 hours worked Monday to Friday between 9.00 – 18.00 on rotation with team members
- Pension scheme
- 28 holidays (Including public Bank Holidays)
- Ride to Work scheme
- Training and Development opportunities