

Job Description: Maintenance & Facilities Coordinator



Department: Maintenance & Facilities

Reporting To: Design & Maintenance Support Supervisor

Location: Factory 2, Normandy Way & Unit A Harrowbrook Road, Hinckley

Job role overview:

The Maintenance & Facilities Coordinator supports both Facilities and Maintenance functions, providing operational, administrative, scheduling, and compliance support across multiple UK sites. The role ensures buildings, workspaces, equipment, and estates are maintained to a high standard through effective coordination of site security, contractor management, waste operations, planned and reactive maintenance, PPM scheduling, compliance documentation, asset registers, and audit preparation.

You will work as part of a dual-function team, liaising confidently with contractors, suppliers, and internal departments. Strong communication, organisation, and negotiation skills are essential. The role is primarily based across two Hinckley sites, with occasional travel required.

Key Responsibilities

Site Security

- Administer access control and monitor CCTV.
- Liaise with internal security teams and external security services.

Contractor & Visitor Liaison

- Manage contractor documentation, RAMS, inductions, and compliance records.
- Confirm bookings, prepare attendance paperwork, and log breakdowns/callouts.
- Track statutory certificates i.e. LOLER, fire alarm servicing, Legionella.

Facilities & Maintenance Administration

- Raise purchase orders and approve contractor invoices.
- Coordinate fleet MOTs and servicing.
- Maintain training records and process work instructions.
- Conduct workspace audits and report findings.
- Maintain the full PPM schedule and support planning activities.
- Process reactive maintenance requests and Kaizen submissions.
- Maintain and update equipment asset registers.

Record Keeping & Compliance

- Maintain organised digital and physical records for audits and inspections.
- Complete monthly departmental audits (LOTO, COSHH).
- Prepare documentation ahead of internal/external audits.
- Ensure compliance documentation is accurate, up to date, and accessible.

Financial & HR Administration

- Prepare credit card returns and raise requisitions.
- Monitor spend against budget and flag discrepancies.
- Update time and attendance records and submit overtime returns.

Waste Stream Control

- Coordinate waste disposal systems and environmental improvements.
- Support waste control team operations.
- Arrange material movements and archive destruction notices.

General Duties

- Communicate effectively across all levels of the business.
- Undertake ad hoc duties as require.

Person Specification: Maintenance & Facilitates Coordinator



	Essential	Desirable
Qualifications and Attainments	Maths and English GCSE grade C or above.	
Professional Experience and Skills	Proficient in Microsoft Packages including Excel, Word Microsoft teams, and Outlook. Full UK driving license.	Previous experience of working within an automotive /manufacturing environment.
Personality and Motivation	Self-motivated, resilient, able to work with minimal supervision. Flexible, adaptable, and able to work under pressure. Excellent written and verbal communication skills. Able to make systematic, logical judgements using facts and data. Works effectively both independently and as part of a team. Approachable and forward-thinking.	
Appearance and Characteristics Circumstances	Well presented.	
	Able to be flexible on working hours which could include evenings, weekends and holidays.	