

## JOB DESCRIPTION

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**ROLE: Site Maintenance**

**SALARY AND BENEFITS: £competitive**

**LOCATION: Perivale and Ruislip**

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The B & S Group is a privately owned pharmaceutical company which manufactures and distributes pharmaceutical and healthcare products to the UK market. Established in 1999 we offer a wide range of products and services which includes specials, generic drugs, branded medicines, parallel trade and over-the-counter (OTC) medicines.

Our Vision is to have the strengths and financial disciplines of a big company combined with the leanness, agility and warmth of a small company. Being a family run business, we have grown at a phenomenal rate, from just four people to over 1000 in a short space of time and still growing! Investing in our people has been the key to our success; enthusiasm and passion are the key traits we look for. If you are looking for a rewarding career there is no better time to join.

For more information on the group please visit: [www.bnsgroup.co.uk](http://www.bnsgroup.co.uk)

### PRIMARY RESPONSIBILITIES

We are now looking for a Site Maintenance, who will be mainly responsible for managing the day to day running of the company buildings.

### SECONDARY RESPONSIBILITIES

- Responsible for carrying out all maintenance and handyperson duties across all sites
- Liaise with building contractors and third party agents/suppliers
- Planning and undertaking scheduled maintenance/ renovation projects of the building.
- Planned Preventative Maintenance
- Continuous Improvements for both sites
- Weekly Fire Alarms and Sprinkler systems checks
- Co-ordination of car park and security for both sites
- Assist the Electrical engineer
- Opportunities to learn electrics on single phase and third phase
- Responsible for Heating, Lighting, Plumbing and interior decoration for both sites
- Assisting with Parts, Spares and Stock Inventory Control
- Assisting with ongoing developments of facilities and continual process improvements
- Regular Health and Safety checks
- Ensure all duties are undertaken in compliance with Safety, Environmental Regulations and Company procedures.
- Regular Upkeep and Maintenance of site grounds to a high standard.
- Sewage and waste control
- Emergency repairs wherever necessary
- Ad hoc projects



- Any other ad hoc duties

#### **ESSENTIAL EXPERIENCE, SKILLS AND ABILITIES**

- Previous experience is required
- Full Clean UK driving licence
- High attention to detail
- Excellent communication and time management skills.
- The ability to work in a high pressure environment.
- A 'can do' attitude - able to work on own initiative.
- Adaptable to change
- Can be Flexible