

# Chequers Contract Services

<https://chequerscontracts.co.uk/job/electrician/>

## Electrician

### Description

The main purpose of this role

To provide both clerical and administrative support to the operational team including the coordination and implementation of office procedures.

Managing written and verbal communication, word processing and typing with relevant skills such as IT, organisational and presentation skills, as well as the ability to multi-task and work well under pressure.

### Responsibilities

#### Key Responsibilities:

- Carrying out NICEIC electrical installation condition reports.
- Ability to clearly identify domestic electrical faults and be able to rectify.
- Work Closely with office to organize and plan your day efficiently and logistically.
- Professionally and pleasantly meeting with clients/tenants on a day-to-day basis.
- Send necessary reports and certification back to office following completion works.

#### Health & Safety:

- Adhere to all Health and Safety Legislation, as laid down by the Company.
- Communicate **any** Health and Safety problems encountered, to relevant line manager promptly completing appropriate paperwork as required.
- Inform relevant line manager immediately of any non-compliance, or issues.
- Be fully aware of individual and reporting staff's responsibilities in regard to the Company's Health and Safety Policy Statement.
- Ensure sites regulations and Health & Safety policies are adhere to and followed at all times.
- Inform relevant line manager immediately of any accidents at work and complete paperwork.
- To be responsible for the safe use and care of equipment and materials and wear appropriate office clothing.

#### Safeguarding:

- Safeguarding/Child protection- to meet the legislative and company policies to ensure all safeguarding practices are adhered to and communicated

### Hiring organization

Chequers Contract Services is committed to our core values and our mission statement is to provide high standards and reliability throughout our motivated, well-trained, and effectively managed teams as well as providing personal service and delivering to exceed our clients' expectations. As a specialist services partner predominantly in the housing sector, our experience in providing facilities services comprising cleaning, landscaping and arboriculture, building and electrical makes us your perfect partner. Our services are designed to have a positive impact on people's homes, workplaces, and communities – enabling organisations to provide a positive and heartening environment that the community can be proud of. Chequers Contract Services currently employs over 650 members of staff and this number is expected grow considerably in line with the company expansion strategy. Visit <https://chequerscontracts.co.uk/> for more information.

where appropriate.

#### Person specification:

- Able to work in accordance with Chequer's policies.
- Ability to work independently to problem solve and rectify electrical faults.
- Demonstrates and able to use own initiative.
- Able to multi-task and work in a pressurised environment.
- Excellent time management skills and methodical approach to work.
- An effective communicator with a good understanding and speaking of English.
- Takes responsibility for own work, is able to record information accurately and pay attention to detail.
- The ability to research, collate and evaluate information on-going.

A solution focused approach to problem solving and ability to manage own workload.

#### Qualifications

##### Desirable qualifications/experience:

- 18<sup>th</sup> Edition
- 3 years' experience.

##### Essential qualifications/experience:

- Able to drive / travel to different sites when required.
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- A satisfactory Enhanced DBS disclosure.
- Fully Qualified city & guilds electrician with testing qualification being essential.

Full Clean UK driving license.

We look for people to become part of Chequers who share our passions and want to be part of a growing organisation with a conscience. Our culture is underpinned by our core philosophy of **doing right**, so it's important that we offer progressive and supportive employment opportunities and are a company that inspires every one of our team to live and breathe this ethos supported by our other values **toalways seek better** and **always put people first**.

#### Contacts

*Directly/Indirectly*) – Email CV to **JOBS@CHEQUERSCONTRACTS.CO.UK** OR TELEPHONE: **0208 665 6746** and ask to fill out a **TELEPHONE VACANCY QUESTIONNAIRE**

#### Job Location

Tait Road

#### Working Hours

40 hours per week (7:00 am – 4:00 pm) Monday to Friday

#### Base Salary

£ £35000 per annum - £ £42000 per annum

#### Date posted

October 20, 2020