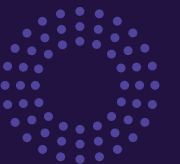




HOWARD KENNEDY

Your straightforward guide to working at Howard Kennedy

Facilities Assistant



Welcome message

There's something special about Howard Kennedy.

We can sum it up in a single word: Straightforward.

The market evolves constantly, as do our clients' needs. We must always be ready to meet these changing demands. Our clients are after a lot more than sound advice. They want experts who bring clarity to daunting challenges. It's people who matter most to them – they look for someone they can work closely with, who understands their business and who is there for the long haul.

That's why it's important that people who come to work for us have the same vision and values.

As a law firm we aim to provide straightforward commercial advice to our clients in a world of uncertainty, and to be a place where people thrive and our values prevail.



Craig Emden

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About us

We are a London based, full-service law firm, specialising in providing straightforward advice to entrepreneurial businesses and individuals on domestic and international matters. With over 150 lawyers in one location, we ensure our clients have the right team to help them get from where they are to where they want to be.

We advise major corporates and institutions as well as entrepreneurial, ambitious enterprises which are often privately or family owned, or private equity backed. As well as our significant business law capability, we are one of only a few London-based law firms with a large private wealth offering. Our clients find our straightforward approach a compelling alternative to larger, less personal firms.

Our values

Our values act as a built-in compass, guiding us in the way we behave, the things we say and the decisions we make.

Talk straight
Think smart
Be yourself



Howard Kennedy at a glance

We have over 150 lawyers operating out of a single London office so we can be agile and responsive in our decision making and more collaborative in our working style.

375+

People

150+

Lawyers

55+

Partners

At least a quarter of our revenue comes from outside the UK. Our clients' needs often have an international component and the requirement is growing.

25%

International work

70+

Countries

2

International legal networks

Sectors and services

We are a full-service firm organised into 17 legal service teams and a focus on seven key sectors.

- Energy
- Investment Funds
- Media & Entertainment
- Private Wealth
- Real Estate
- Retail & Leisure
- Sport

£56.9m

2020/2021 revenue



Why Howard Kennedy

Working practices

We are a modern employer and strive to continually strengthen our inclusive, values driven culture to create a place where we belong and feel respected. The wellbeing of our people is of top priority and our strategy includes a focus on the physical, psychological, financial and relational wellbeing.

Training and development

Our aim is to provide the opportunities for our people to be the best they can be, to drive change and to meet our strategic objectives. There are established career frameworks in place for both lawyers and support services. We also run a top talent programme for all employees. These are designed to enable our top performers to achieve their potential and ensure succession for key roles within the firm.

Responsible business

All businesses impact the world in which they operate in some way. While we have been undertaking a range of initiatives to encourage the positive and reduce the negative impact of everything we do for some time, we have recently formalised our approach. This was achieved through engaging with both internal and external stakeholders.

Wellbeing

The wellbeing of every employee at Howard Kennedy is important to us and the future of our business. This has been a particular focus for the management during the Coronavirus outbreak. The health needs of our people are supported through employer-funded private medical insurance, the Employee Assistance Programme, Occupational Health support and access to a 24/7 virtual GP service. We have also offered free and confidential counselling during the lockdowns.

Job description

THE ROLE

This is an exciting role with a broad remit, and perfect for someone looking to further their career in Facilities Management.

As a mix of hands-on and administrative tasks, this role will support the wider team by providing front-line support to internal clients, as well as liaising with suppliers and subcontractors.

It's a friendly team and firm, with plenty of progression and development opportunities for the right candidate.

CRAIG EMDEN, MANAGING PARTNER, HOWARD KENNEDY

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We're proud of our journey. Without losing sight of where we've come from, we are focused on where we're going. We are evolving and growing every day. And just like our clients, we are ambitious and moving forward.

Job title: Facilities Assistant

Position Type: Permanent

Reports to: Facilities Director

Benefits:

- Competitive salary
- 25 days annual holiday
- Permanent Health Insurance
- Life Assurance
- Interest free Season Ticket Loan
- Private Healthcare
- Pension Scheme
- Staff Introductory Scheme
- Employee Assistance Programme

ROLE RESPONSIBILITY

- Acting as the first point of contact for receiving and tracking general facilities management issues, escalating where appropriate.
- Using a range of IT systems to process tasks.
- Contributing to the induction processes for new joiners.
- Be main point of contact for fire wardens and first aiders, updating and maintaining the emergency planning process.
- Playing an active role in planning annual shutdowns and project works.
- Maintaining the Facilities Department pages on the Firm's intranet.
- Process invoices for Facilities including coding, tracking and preparing invoices for authorisation.
- Recycling and waste management.
- Managing the Access Control System.
- Manage internal desk moves.
- Ordering business cards.
- Assist in all aspects of health and safety, ensuring risk assessments are in place for appropriate works.
- Carry out H&S inspections on a regular basis.
- Ensuring all recycling and confidential waste is appropriately managed.
- Use DSE assessment software and carry out assessments.
- Carry out internal office audits in line with ISO 14001 standards.

ABOUT YOU

Ideally you will be able to demonstrate:

- Experience of working in an office/corporate environment.
- Good organisational skills, with the ability to manage several active tasks.
- Presentable and able to communicate with a wide range of people.
- Able to step up to cover for other colleagues.
- Provide hands-on and practical problem-solving skills.
- Experience of Health and Safety at work issues including risk assessments, PTW and RAMS.
- Numerate and literate, with good communication skills
- Excellent client facing skills, gained in an office or other customer focused environment.
- Proactive with a can-do attitude.
- Good problem-solving abilities.
- Willingness to learn new IT systems.
- Ability to take ownership of tasks and projects and deliver them successfully.
- Ability to use a range of Microsoft tools including Outlook, Word and Excel.

Want to know more?

People are the key to our success, so it's important that we can attract and retain the very best. As well as being driven to deliver the very best client experience, you'll also need to be someone who lives our values. We want you to help us shape our future.

If you'd like to know more about this role please get in touch with the contact listed below.



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