

VACANCY ALERT



Please see below an overview of all of our current vacancies that we have here at Oakray Limited. Should any of these positions be of interest to you and you would like more information or should you wish to apply, please see overleaf.

Job Title: Access Control Engineer
Salary: £29,000 - £35,000 per annum dependant on experience
Start date: Immediate
Closing date: Ongoing Vacancy
Positions available: 4
Location: Westminster Contract

Overview

Repair, install and maintain Access Control, Warden Call, Communal Aerial & CCTV equipment ensuring that all works are carried out in accordance with the 'Health and Safety at Work Act' and to Industry Standard.

Essential knowledge and skills

- Full UK Driving Licence
- Background in social housing / local authority maintenance
- An accreditation with ADSA, CAMEsafe, Tynetec or CAI
- Good practical skills and problem-solving skills
- Experience with at least one or more of the following manufacturers: ISM, GDY, ENTROTEC, SML, PAC, KMS, RECRD, GEZE

Job Title: Contract Coordinator
Salary: £19,000 - £20,500 per annum dependant on experience
Start date: Immediate
Closing date: 02/08/2019
Positions available: 3
Location: Head Office – Glasgow Stud, Burnt Farm Ride, Enfield EN2 9DY

Overview

To be part of a call centre team acting as first point of contact to receive work from clients, update work management systems and allocate workstreams to a team of engineers depending on geographic area. The role will ensure that client requirements are met and in accordance with our company standards

Essential knowledge and skills

- Experience of working within a call centre
- Good knowledge of Microsoft Excel / Good IT skills
- Have strong communication skills
- Team player
- 5 x GCSES graded between A* - C or equivalent

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Job Title: Junior Compliance Manager

Salary: £21,000 - £23,000 per annum dependant on experience

Start date: Immediate

Closing date: 02/08/2019

Positions available: 1

Location: Head Office – Glasgow Stud, Burnt Farm Ride, Enfield EN2 9DY

Overview

To manage and monitor legal compliant inspections and preventative planned maintenance programmes for various contracts. Prepare and submit application for payments associated with PPM and defective works.

Essential knowledge and skills

- Have experience of Microsoft Project, Excel, Word and PowerPoint
- 5 GCSES graded between A* - C or equivalent
- Good communication skills both written and verbal
- Be able to plan and prioritise their workload
- Have strong analytical skills and problem-solving skills
- Have experience of client liaison and collaborative working

ADDITIONAL INFORMATION

To receive the full job specification for any of the above vacancies, or should you wish to discuss further / apply, please contact Georgie via:
Careers@oakrays.co.uk

- 21 Days holiday + statutory days
- Pension scheme / Employee Assistance Programme / Life Insurance
- Free Car Park at Head Office

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