



## Facilities Assistant

### Job Specification



# About Filerder

Filerder Filter Systems Ltd is an ambitious and forward-thinking SME with over 40 years of expertise in the filtration industry. As independent specialists in the supply of liquid filtration and treatment solutions, we are proud to serve a diverse range of industries. Our filtration systems are widely used across sectors such as food and beverage, pharmaceuticals, engineering, automotive, beauty, aquatics and healthcare. For example, they are trusted by some of the world's most prestigious brands and organisations, including Coca-Cola, McLaren, Neal's Yard and the NHS.

At Filerder, we take pride in being a company that's "easy to work with", offering tailored solutions and exceptional customer service. Our reputation for excellence has been earned through our commitment to quality and global business partnerships. Our dedication to ensuring the highest standards for our clients is reflected in our £6 million stockholding, technical support systems, comprehensive training programmes and state-of-the-art laboratory facilities.



**40+ years**  
as a filtration  
expert



**4,500 customers**  
across the UK & Europe



**£6 million**  
of stock held



**97%**  
of orders despatched  
the same day



**20+ years**  
of ISO 9001  
Certified

Located in Maidstone, Kent, our modern and open-plan offices are equipped with an exceptional range of amenities, including free on-site parking, a chill-out room, a fully equipped kitchen, a gym and wellbeing suite, and changing rooms with showers. We're also committed to sustainability, with solar panels installed in 2022 and a fleet consisting of 95% electric vehicles with free to use on-site rapid EV charging facilities. Filerder has achieved ISO 14001 Environmental Certification, underscoring our commitment to reducing our environmental impact.

Our typical office hours are 9:00am to 5:30pm, although some departments operate on flexible schedules. We offer a range of employee perks and place a strong emphasis on professional growth and development, as well as a welcoming and positive working environment. It is important to us that our employees feel valued and have access to continuous learning, excellent benefits, and career progression opportunities.

Filerder consists of three entities: A UK Holding Company and two subsidiaries (UK and Poland) across 3 facilities.





## Position Overview

<b>Job Title:</b>	Facilities Assistant
<b>Department:</b>	Operations
<b>Reports to:</b>	Operations Manager
<b>Hours:</b>	Full-time, minimum 37.5 hours per week (Office hours: 9.00-17.30)
<b>Annual Leave:</b>	25 days + bank holidays + long service awards
<b>Location:</b>	On-site, Filerder Filter Systems Offices, Maidstone
<b>Benefits:</b>	<a href="http://www.filerder.co.uk/careers">www.filerder.co.uk/careers</a>

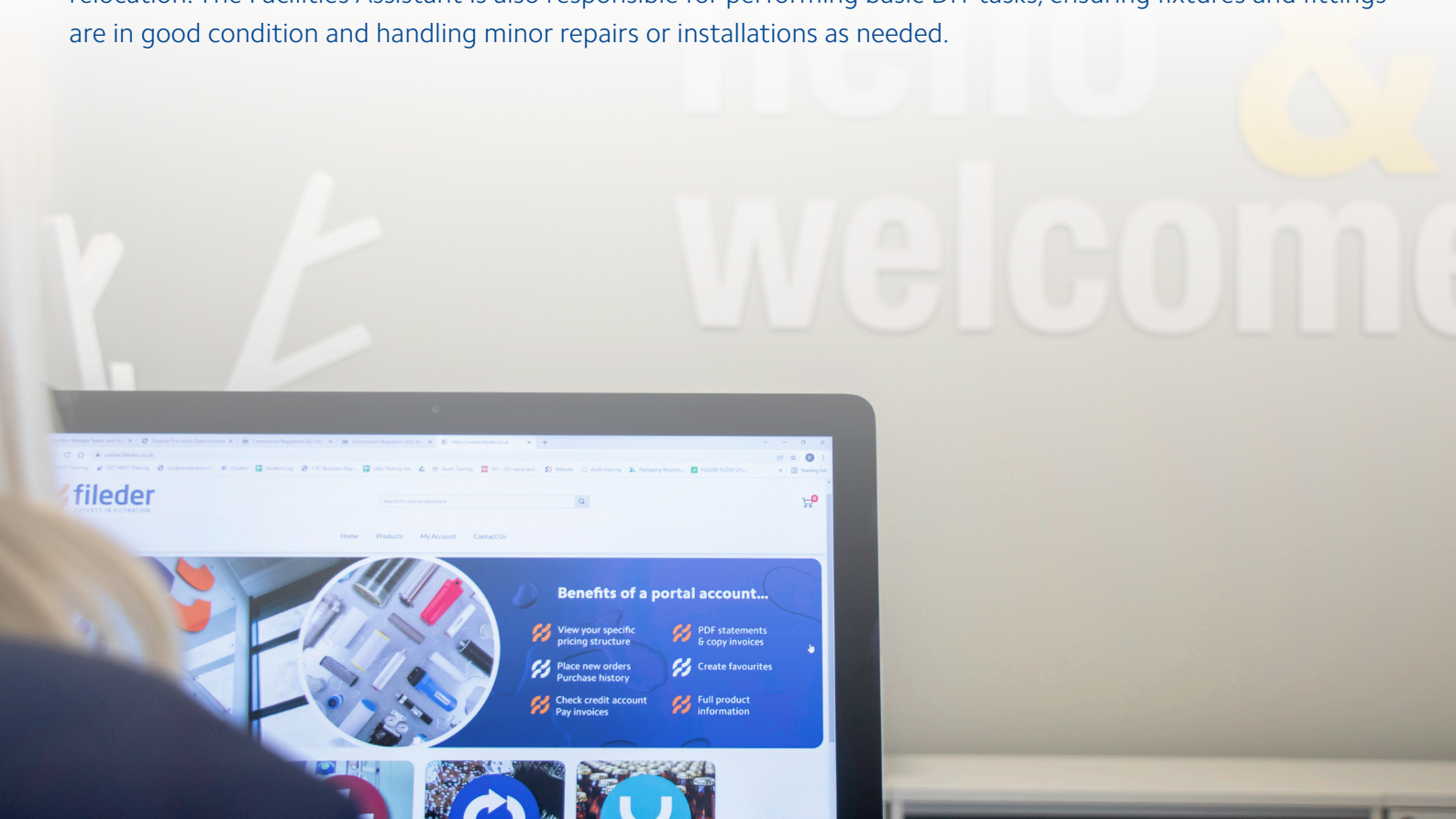
Are you a proactive, detail-oriented and reliable person, with experience in maintaining facilities to a high standard? We are seeking an enthusiastic Facilities Assistant to join our Operations Department. The Department ensures the effective maintenance and development of production, technologies and facilities across all company entities, driving optimal functions and logical solutions across the business.

Within the Facilities Team, the successful candidate will join a dynamic and collaborative environment, dedicated to achieving exceptional premise maintenance and high operational standards.

## Job Role

The Facilities Assistant is responsible for the cleanliness, safety and overall upkeep of Filerder's premises, including both the building and warehouse areas, ensuring that the Company presents a professional, well-maintained environment to employees, visitors and clients.

Daily tasks are varied, ranging from cleaning and general maintenance to garden care, waste removal, and furniture relocation. The Facilities Assistant is also responsible for performing basic DIY tasks, ensuring fixtures and fittings are in good condition and handling minor repairs or installations as needed.



## Key Responsibilities

- Carry out in-depth and spot cleaning across building interiors, warehouse areas, gardens, and external spaces (e.g., car parks, walkways).
- Oversee the upkeep of outdoor areas, including regular maintenance and seasonal planning for landscape and garden installations.
- Proactively plan and schedule maintenance for the Company's exterior property, adapting to seasonal requirements.
- Adhere to health and safety guidelines when performing tasks, proactively identifying and reporting potential risks before commencing work.
- Use basic DIY skills for minor repairs and maintenance tasks; escalate issues requiring professional intervention when necessary.
- Assist with office upkeep, including office moves, general repairs, and setting up new workspaces.
- Respond promptly and professionally to Helpdesk requests, addressing concerns and resolving complaints in a timely manner.
- Demonstrate reliability in performing urgent tasks, such as gritting car parks, clearing snow, and other ad hoc duties as required.
- Confidently operate machinery, including power tools and heavy equipment, ensuring safety protocols are followed.
- Carry out duties such as window and floor cleaning, plant maintenance, and operating the baler, as required by the Company.
- Promptly highlight safety concerns or issues to your line manager.
- Work out-of-hours and across locations when necessary.
- Consistently uphold company policies, values and procedures.

## Required Skills and Qualifications

- Thorough knowledge of ISO and IOSH standards, as well as other relevant regulations.
- Strong organisational skills, with a proactive and detail-oriented approach to tasks.
- DIY skills and competence in using hand tools and power equipment.
- Ability to maintain a strong adherence to health and safety practices and demonstrate responsibility and reliability in carrying out duties.
- Flexibility to work outside standard hours when needed (e.g., gritting, snow clearance).
- Ability to handle physically demanding tasks, including heavy lifting and operate machinery confidently.
- Knowledge of operational processes.
- Strong understanding of health and safety protocols.
- Highly adaptable with the ability to prioritise effectively, assist colleagues when required and follow instruction from management closely.
- Qualification in engineering, a similar subject, or equivalent experience is advantageous.
- Must have a full, clean driving license.
- Must be eligible to work in the UK.

