



Driver / Facilities Assistant

The Company is recruiting for a Driver / Facilities Assistant to drive the Company vehicles as required, carrying passengers (as a Chauffeur if required) and goods, or fluids and other samples for laboratory testing, making other collections/deliveries, and doing general errands.

Some of the duties are listed below and involve some manual handling and lifting:

- Cleaning and driving company vehicles,
- Assisting with disposal of oil samples, waste and general housekeeping,
- Assembling and packing sample kits ready for dispatch,
- Assisting with moving deliveries/dispatch items to the correct location,
- Ad hoc items of general basic maintenance.

The successful candidate will be expected to:

- be presentable,
- have a flexible attitude and methodical approach to all matters,
- have a reasonable standard of written and spoken English and be able to work and communicate effectively at all levels,
- have a full clean driving licence with category B and substantial driving experience,
- be computer literate and familiar with Microsoft Office suite of programs.

Further driving categories of B+E, C1 and C1+E, would be an advantage as would knowledge of and experience driving in London.

Basic working hours are Monday to Friday, 37½ hours per week, 7½ hours per day shift between 6:00 am and 6:00 pm. However, you will be required to work additional overtime hours on the Driver's rota (currently one week in three), covering bank/public holidays, weekends, and evening hours.

You will be joining a stable and well-established organisation in state of the art offices offering a very comfortable working environment. Benefits include annual leave 28 days rising to 33 days pa pro-rata (inclusive of Bank/Public holidays), work related contributory pension scheme, free Wi-Fi, and on-site parking. Further details are available at www.spectro-oil.com/careers.html.

Please apply with your latest detailed CV, a covering note, and an indication of your salary expectations, via email to: recruitment@spectro-oil.com.