



Experienced Office Furniture Fitter

Job Code: RO2211/ BW536

Location of work: Office's premises at Park Royal, London

Contract Hours: Full time, permanent - flexible and weekend work is required

Salary: Salary will be commensurate based on experience

The role and responsibilities

- Plan, identify and prepare all items that can be put together ahead of install or put together quickly on client site
- Working with colleagues coordinate installations at client sites to ensure that they occur on time
- Cataloguing and checking all components are loaded in the van for client installs including screws, nuts, table legs, etc
- Requesting work from our workshop team as required. E.g. cutting down beams.
- Providing regular updates on project activity
- Managing our inventory of desk and table parts and fixings in readiness for project installations and ongoing remanufacturing work
- Ensuring all parts are identified, procured and available ahead of planned projects
- This is a physical role so you must be capable of lifting 15kg objects repeatedly and working on your feet for extended periods
- As the expert fitter, you will make sure that your colleagues and client staff are safe in relation to your work
- Communicate with the key client on the installation process, expected completion time and updates on changes
- Representing the company, remaining polite and courteous to all
- Build a strong working relationship with customers, building managers and other Rype Office team members
- You will be responsible for ensuring the installation team complete the work in the most effective and efficient manner.
- Working as a team member, undertaking the safe handling of customer goods
- Assist your colleagues where necessary in any related tasks, which may include packing, unpacking, loading, unloading into company's vehicles and in/out of buildings, on-site and off-site
- Help with driving the van to client site for installs or picking goods from other sites
- Notifying the Operations Manager of any concerns and improvement ideas

For the full job description, please check on www.brent.gov.uk/brentworksjobs.

Please note that the employer would like you to submit a cover note explaining why you are suitable for this role along with your CV and application.

Closing date: Friday 14th December 2018

Please e-mail a targeted CV, registration form to brent.works@brent.gov.uk or alternatively, apply on

www.brent.gov.uk/brentworksjobs



Brent Civic Centre
Engineers Way, Wembley
HA9 0FJ

0208 937 6295



Labourer

Location of Work: Wembley Parade

Contract Hours: 40 hours a week

Salary: £9 - £13 per hour

Reference: BW612 / BW615

A vacant industrial site in Wembley known as Amex House is set to become home to a new neighbourhood of 195 high quality homes. The development, known as 'Wembley Parade' will be transformed by London residential developer Anthology. Anthology will redevelop the 1.6 acre brownfield site, which formerly served as an office base for a civil engineering firm, into a new community. Once complete, Wembley Parade will comprise a collection of one, two and three bedroom apartments.

The role and responsibilities:

- Cleaning areas where DG operatives have been working
- General moving of Material from Stores to work Face
- Cutting and Preparing Brackets for MEP services
- Keeping Stores Clean and Tidy
- Cleaning Site Offices
- Removal of Rubbish to site Bins
- General Labouring, Tasks that are asked to be done
- Assisting the tradespeople in their daily tasks

Skills and experience:

- Must be hard working and able to carry out physical tasks including loading & clearing Dry Lining materials
- Able to work under instruction as part of a team or on your own initiative.
- Must have CSCS card at general operative level.
- Further training and progression available for the correct candidate.
- Good health & Safety record imperative.
- Operatives will be self-employed with good rates of pay. Weekly wage BACS transfer.

Closing Date: Friday 21st December 2018

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Brent Civic Centre
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Electrician

Location of Work: Wembley Parade

Contract Hours: 40 hours a week

Salary: £15 – £20 per hour

Reference: BW616

A vacant industrial site in Wembley known as Amex House is set to become home to a new neighbourhood of 195 high quality homes. The development, known as 'Wembley Parade' will be transformed by London residential developer Anthology. Anthology will redevelop the 1.6 acre brownfield site, which formerly served as an office base for a civil engineering firm, into a new community. Once complete, Wembley Parade will comprise a collection of one, two and three bedroom apartments.

The role and responsibilities:

- Execute plans of electrical wiring for well-functioning lighting, intercom and other electrical systems
- Install electrical apparatus, fixtures and equipment for alarm and other systems
- Install safety and distribution components (e.g. switches, resistors, circuit-breaker panels etc.)
- Connect wiring in electrical circuits and networks ensuring compatibility of components
- Prepare and assemble conduits and connect wiring through them
- Prevent breakdown of systems by routinely inspecting and replacing old wiring and insulated cables, cleaning circuits etc.
- Perform effective troubleshooting to identify hazards or malfunctions and repair or substitute damaged units

Skills and experience:

- Minimum of 3 years' experience as an electrician
- Electrical Qualifications
- Fluent English language skills
- CSCS / ECS card
- IPAF / PASMA / 1st Aid Training is preferable but not essential

Closing Date: Friday 21 st December 2018
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Electricians Mate

Location of Work: Wembley Parade

Contract Hours: 40 hours a week

Salary: £8 - £15 per hour

Reference: BW617

The role and responsibilities:

- An Electrician's Mate is someone who will work as a specialist labourer for a qualified electrician.
- Assisting in the installation of a variety of new electrification equipment as required Run/Install a variety of cabling
- Ensure adherences to CDM requirements
- General labouring duties such as disposing of site rubbish and moving materials around the site.
- Any other duties as and when required

Skills and experience:

- Fluent English language skills
- CSCS / ECS card
- Punctual
- Keen to learn

Closing Date: Friday 21 st December 2018
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Fibre Infrastructure Engineer

No Experience Necessary – Full Training Provided

Job Code: BW855

Location of Work: Field based London

Salary: £22,000 per annum (plus achievement based bonus)

Working for more than just an internet service provider; this rapidly growing company also installs its own fibre infrastructure, bringing the UK's fastest internet speeds to users. Your mission will be to access the underground network to install and build fibre infrastructure that will provide 1Gig broadband to homes across the UK

Job Duties and Responsibilities:

- Assisting in planning and understanding potential connectivity of building links and our own fibre backbone
- Assisting with testing potential fibre routes and installing fibre infrastructure in underground networks
- Ensuring that all health & safety policies, procedures, rules and regulations are adhered to including the review of risk assessments completed by the Lead Engineer onsite
- Adhering to good practice guidance and comply with health, safety and welfare policies including procedures relating to the reporting of accidents.
- Perform site surveys, read diagrams and conduct visual site inspections on lead-in and chambers.
- Support the Lead Engineer in completing accurate and timely daily electronic paper work, vehicle report, risk assessments, build report

Skills and experience

- Ability to work independently without direct supervision
- Great interpersonal skills
- Excellent time management and organisational skills with the ability to work flexible shifts and to adapt to changing work schedules
- Ideally experience in delivering timely and detailed reports on works carried out
- Experience in cabling infrastructure environment within duct networks, although not essential
- Ability to demonstrate passion and determination
- A full UK driving licence is preferred but not essential

Please note: Priority will be given to Brent residents in the first instance. This vacancy may close before the advertised closing date if a sufficient number of suitable applications are received. Early application is therefore recommended.

Closing date: Ongoing
Potential interview date: January 2019
Start date: March 2019

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Brent Civic Centre
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Cleaning Operative x2

Job Code: BW863

Location of Work: Brent Civic Centre, Wembley

Contract Hours: 05:30 to 08:30 Monday to Friday (15 hrs p/w)

Salary: £10.20p/h

Summary:

The Cleaning Operative will carry out the delivery of office, cleaning and waste. This will include compliance, statutory, contractual and company regulations and processes. The post holder will be hardworking and committed to ensuring the highest cleaning standards are adhered to at all times. Professional at all times and readily interacting with our client / tenants as required.

Job Duties and Responsibilities:

- Dusting, sweeping, vacuuming, mopping and empty waste bins.
- Wipe down desks and chairs, making sure stubborn smears are removed.
- Clean toilets, urinals and hand basins.
- Suction cleaning carpeted areas and "spot" cleaning carpets where applicable. Using electrically powered scrubbing and polishing machines to burnish, scrub, polish and spray clean floors.
- Clean and washing of windows and glass internally, ensuring they are smear free and dried properly.
- Replenish consumable items (soap, toilet rolls, paper towels, etc.).
- Carry out heavy cleansing tasks and special projects when requested.
- Use chemical agents as directed by the Supervisor in the discharge of cleaning operations or maintenance procedures.
- Move equipment and furniture for the purpose of storage or office re-arranging.
- Check the stock levels of cleaning materials.
- Perform and document routine inspection and maintenance activities.
- Ensure that all cleaning duties carried out are strictly in accordance with BICS standards, so that quality work is delivered fully meeting / exceeding client expectations.
- Provide excellent customer service and willing to go the extra mile for our customers.
- Always consider the work undertaken and wherever opportunities for improvements and working practices exist, put forward suggestions so that 'continuous improvement' is the norm.
- Ensure that all work undertaken is strictly carried out in accordance with the company's Health and Safety procedures.
- Carry out any other reasonable and ad hoc duties within the overall function of the job as directed by the Supervisor.
- Attend departmental meetings as required.

Skills and Experience:

- Experience as a cleaner.
- Ability to speak English effectively.
- Ability to demonstrate maths skills for measuring cleaning fluids / materials.
- Ability to demonstrate the cleaning industry colour coding desirable.
- Knowledge of cleaning chemicals and supplies desirable.

Closing date: Monday 17th December 2018

Potential interview date: w/c 17th December

Start date: January 2019



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