

# JOB DESCRIPTION

**Job Title:** Maintenance Assistant

**Job Purpose:** To assist with day to day site maintenance covering all prodrive sites.

**Key Accountabilities:**

- To assist the maintenance team in providing a service to all buildings, fixtures and fittings.
- To assist the facilities team in any departmental moves.
- To adopt safe working practices at all times.
- To comply with all H&S regulations and company policies.
- To be versatile and prepared to undertake any tasks given by department peers.
- To be able to show flexibility.
- Prepared to work overtime if required.