



Please send an application form and/or C.V. together with a covering letter stating the post title and explaining why you feel you are suitable to:

**Natalie Tyrrell**  
**Human Resources Manager**

Ecovert FM Ltd  
Elizabeth House  
39 York Road  
London  
SE1 7NQ

or email: [recruitment@ecovertfm.co.uk](mailto:recruitment@ecovertfm.co.uk)

Closing date:  
**15 August 2008**

**Phone A Friend Scheme**

If you know someone who maybe interested why not tell them about this vacancy and get them to apply. Make sure you complete a Phone a Friend Scheme Claim form and you may receive a cash reward\*

\*subject to Terms & Conditions



Ecovert FM is the facilities management arm of the Bouygues group in the UK. We operate large scale contracts, particularly in the PFI market, the result of a successful partnership with our construction sister company, Bouygues UK.

## **HUMAN RESOURCES**

### **HOME OFFICE HR Administrator**

We are seeking a committed and flexible individual to provide an effective and professional administration service to the Home Office contract.

You will assist in all aspects of HR administration including recruitment and selection, new starters and leavers, sickness and holidays. You will be responsible for inputting the relevant information on the HR database for monthly payroll purposes. You will also undertake company inductions as necessary and support the HR Manager in meetings.

You will have sound administrative skills, be adept at prioritising your own workload, confident in dealing with sensitive and confidential information and able to work effectively in a small team, often to tight deadlines. You will have a good working knowledge of Word and Excel and possess excellent communication skills and the ability to communicate at all levels. Interest in an HR career would be an advantage.

This post offers an attractive salary and benefits package, according to the skills and the experience a candidate brings to the role.

***Employment in this post is dependant upon obtaining security clearance.***

***ECOVERT FM IS CONTINUALLY WORKING TOWARDS BEING AN  
EQUAL OPPORTUNITIES EMPLOYER***