

Job Overview:

Mopac PPM Supervisor

Job Title: MOPAC PPM Supervisor	Location: King's Cross, London	Company: Gratte Brothers Building Services Maintenance (GBBSM)
Reporting to: Project Manager/Helpdesk Manager		

Job Purpose:

As a PPM Supervisor, you will play a crucial role in ensuring the smooth planning, scheduling, and execution of Planned Preventative Maintenance (PPM) activities. Working full-time from 08:00 to 17:00 (40 hours per week), you will act as the key liaison between subcontractors, contract managers, and client helpdesks to maintain high standards of service delivery. Your ability to coordinate PPM subcontractor attendance, manage scheduling, and oversee reporting will directly contribute to operational efficiency and compliance. This role requires excellent organisational skills, attention to detail, and strong communication abilities to ensure seamless execution of PPM tasks.

Key Areas of Responsibility:

- Coordinate and schedule PPM subcontractors for site attendance.
- Plan and reschedule PPM activities as needed.
- Manage external PPM service delivery, ensuring timely execution.
- Act as the main point of contact for subcontractors and client helpdesks.
- Update and input subcontractor worksheets into the CAFM system.
- Review worksheets for reported failures and take necessary action.
- Liaise with contract managers on subcontractor visits.
- Produce monthly reports on PPM completion status.
- Assist with helpdesk duties as required.
- Support invoicing processes related to PPM services.
- Ensure high standards for subcontractor attendance and identify areas for improvement.
- Provide clear reports and updates on PPM completion.
- Monitor and maintain accurate PPM reporting and tracking.
- Ensure subcontractor attendance aligns with the PPM planner.
- Maintain visibility on the current status of scheduled PPM tasks.
- Foster strong communication with subcontractors and internal teams.
- Support the contract management team with relevant PPM activities.

*This is a broad overview of the position and does not encompass all aspects of the role.
Gratte Brothers are an equal opportunities employer and welcome applications from all.*

Knowledge & Experience:

- 5 years' experience in a similar field.
- Good working knowledge of ME environment.
- Knowledge of CAFM is desirable.

Attributes & Skills:

- Strong organisational skills: ability to manage multiple schedules and tasks effectively.
- Excellent communication skills: capable of liaising professionally with subcontractors, contract managers, and client helpdesks.
- Attention to detail: ensuring accurate reporting, scheduling, and data entry.
- Proactive problem-solving: ability to identify issues and implement solutions promptly.
- CAFM system proficiency: experience with updating and managing maintenance records.
- Time management: ability to work efficiently within set deadlines.
- Team player: able to collaborate effectively with colleagues and external partners.
- Analytical mindset: able to review reports and identify trends or areas for improvement.
- IT skills: confident with Microsoft Office including Outlook & Excel.
- This role is ideal for a detail-oriented and proactive professional who thrives in a fast-paced environment and is committed to maintaining operational excellence.