

Job Title: Maintenance Lead – Shared Workspaces

Location: Glasgow & Surrounding Areas

Job Type: Full-time

About Us:

Quintessential Offices is a growing portfolio of shared workspaces located throughout Glasgow and surrounding areas. Our mission is to provide flexible, community lead, inspiring environments for businesses and entrepreneurs to thrive. To support our continued growth and ensure the smooth operation of our spaces, we are looking for an experienced and proactive **Maintenance Lead** to join our team.

Position Overview:

The Maintenance Lead will be responsible for overseeing the day-to-day maintenance operations of our shared workspaces. You will ensure that all facilities are kept in excellent condition, handling repairs, regular inspections, and preventive maintenance across multiple sites. This is a hands-on role requiring a keen eye for detail, excellent problem-solving skills, and the ability to lead a team while managing a variety of tasks.

Key Responsibilities:

- Oversee and perform routine maintenance and repairs for all buildings and facilities in and around Glasgow.
- Lead and coordinate the work of an apprentice, ensuring tasks are completed efficiently and to a high standard.
- Conduct regular inspections of the buildings, reporting and addressing any issues promptly.
- Manage and prioritise maintenance requests from our workspace Community Managers across each site.
- Respond promptly to maintenance emergencies from the operations team.
- Ensure compliance with health and safety regulations and company policies.
- Maintain inventory of necessary tools and equipment, and liaise with suppliers and contractors as needed.
- Manage and track maintenance costs.
- Collaborate with the operations team to schedule and ensure minimal disruption to tenants.

Requirements:

- Minimum 3 years of experience in maintenance, preferably within large buildings or facilities.
- Valid driver's license (due to the multiple site locations and company van provided).
- Strong knowledge of building systems (plumbing, electrical, etc.) and general maintenance procedures.
- Excellent problem-solving and troubleshooting skills.
- Strong communication and organisational skills.
- Proven leadership abilities and experience working within a team.

- Ability to work independently and manage multiple tasks in a fast-paced environment.
- Health and safety knowledge and experience is a plus.

What We Offer:

- Competitive salary based on experience.
- Opportunity to grow within a fast-paced, dynamic company.
- A supportive and collaborative work environment.
- Company vehicle for travel between sites.

How to Apply:

If you're an experienced maintenance professional looking for a new role in a vibrant and growing organisation, we'd love to hear from you!

Please send your CV to careers@quintessentialgroup.co.uk outlining your experience and why you'd be a great fit for this role.

Quintessential Offices is an equal opportunity employer, and we welcome candidates of all background to apply.