

Please indicate on the following table whether you would be able to carry out the selected tasks, by inserting an hourly rate alongside the relevant task.

Should a **Standard Hourly Fee** across all tasks be applicable then state that rate here: £

<u>Task</u>	<u>Description</u>	<u>Hourly Rate</u>
	<p>Assisting Performance Manager with spreadsheets for ERDF compliant claims</p> <p>Proof reading reports, contracts, leases, emails, tenders or any other official paperwork. Noting errors and areas for further improvement or development and to discuss with E-Factor Estates Manager</p> <p>Developing and updating complex spreadsheets to monitor and track: eg-</p> <ul style="list-style-type: none"> • Monthly rental for debtor and lease control; Tenancy terms and expiry dates; Business support activities; Funding <p>Tender Procedures</p> <ul style="list-style-type: none"> • Writing of tender specifications and invitation documents in line with procurement and funding requirements for a range of contracts including Gas and Electricity supplies, Cleaning Contracts, IT and Insurance – reporting to the Estates Manager at ALL stages for review. • Contacting suppliers, discussing Quotations/tenders and subsequently providing with necessary paperwork. • Reviewing and analysing submitted tenders. • Drafting recommendation reports and discussing with Estates Manager. • Organising all invitation, submission, analysis and approval paperwork in to tender compliant folders. • Ability to Develop new ideas, processes or spreadsheets when requested or under own initiative to help E-Factor to become more efficient, aware, or compliant in any key areas. 	
<u>Management of Utilities</u>	<p>An understanding of the complexities of utility metering and billing processes alongside Solar generation and to Visit 33 E-Factor sites monthly to collect gas, electricity, solar generation and export and water meter readings and submit to utility companies.</p> <p>Produce and manage spreadsheets to track and monitor:</p> <p style="padding-left: 20px;">Meter readings and invoicing against expected use; monthly and annual consumption and forecasts; contract renewals; invoices (addressing errors with utility companies and negotiating compensation where appropriate); rates; Climate Change Levies and VAT</p> <p>Produce monthly utility accrual data and annual costings for budgeting and write utility monthly summary reports for management.</p> <p>Create /manage spreadsheets to produce monthly tenant utility invoices.</p>	
<u>Condition Surveys & Publicity</u>	<p>Production of detailed written condition surveys of E-Factor properties prior to new tenancies along with detailed photographic / video condition surveys (requires high quality camera and tripod due to low light levels).</p> <p>Take publicity photographs of E-Factor properties as and when required for use on website or artwork; editing to removing advertising, balancing lighting and addressing defects.</p>	

<u>Architectural Drawings And Event Planning</u>	<p>Editing architectural drawings using CAD other tools to amend building layouts, highlighting office areas, measuring room sizes or to calculate office areas.</p> <p>Designing exhibition layouts (comprising site visits and liaising with venue to help ensure layouts & power supplies are correctly configured).</p>	
<u>Property Handback</u>	<p>Preliminary meetings with tenants to review Unit / Office condition prior to lease expiry to discuss remedial works required under the terms of the lease.</p>	
<u>On Site Activities</u>	<p>Meeting with tenants or contractors to review and discuss building works, maintenance issues, complaints or other items and escorting contractors in to properties for maintenance work.</p> <p>Carry out minor maintenance activities such as small repairs, installation of small non electrical items, filling boilers etc. where required prior to a new tenancy.</p>	
<u>CCTV</u>	<p>A knowledge of CCTV systems and software. Monitoring and reviewing relevant footage as and when required. Liaise with security on CCTV related issues.</p>	
<u>Out of hours work</u>	<p>Ad Hoc but regular evening and weekend requirement for opening and closing buildings for out of hours room hire events in Grimsby.</p> <p><i>Please state a charge rate for opening a building and staying on site for 15 minutes to help any clients with set up issues. This will normally then be followed by closing up the building, involving check through all common areas in the building and ensuring secure, before locking up.</i></p> <p>Standard (all in) Charge per Event: £</p>	
<u>Callouts</u>	<p>24 hour, 7 days a week available for callouts for clients / break-ins / maintenance issues / escorting / opening and closing of premises ensuring security.</p>	