

Gary Spink

24 North Close
Stockton-On-Tees
TS21 3JY

g.spink816@gmail.com

07809715656

Dedicated Office/General Manager, with 12 years of experience in combining management and customer service expertise in the Hospitality Industry, dealing with a varied range of customers. Increasing the business three fold and creating a business that sells itself through its quality and reputation.

Multiple roles as a service engineer, dealing with Commercial Catering, Laundry, Power washers, Floor care equipment. Also ran my own business, building up a client list from nothing.

Work Experience

Office Maintenance Manager

North East Commercials Ltd 01/23 – Current

Carrying out routine maintenance and conducting PPM. Liaising with new and existing client to make sure their needs and requirements were met. Carrying out fire alarm tests and daily checks. Carrying out inspections and checks to make sure all health and safety requirements are met. To check contractors RAMS and issue permits of work.

Field Service Engineer 10/22 – 01/23

Ruck Engineering – Darlington.

Visiting Customers premises to carry out routine services and repairs to a wide range on power-washers and Floor-care machines, throughout the UK.

Facilities Maintenance Operative 08/22 – 10/22

CBRE – Sedgefield, Durham.

Meter reading of services within the building. Ongoing Preventative maintenance of building and equipment within the building Laboratories and workshops. Escorting outside contractors working on-site. Generating new job requests, suppling quotations for repairs to head office. Meeting with clients within the premises to sort out their needs and problems.

Picker 05/22 – 08/22

Amazon – Darlington.

Operating within the picking area to pick orders for distribution to customers. Working to strict timings, accurately with bar-code scanners and robots.

General Office Manager - September 2006 to June 2021

Viking Laundry - Scarborough

Various duties and rolls within the company. Sourcing and arranging agreements with new clients. acquisition of stock and supplies. Asset management of hire stock for use with clients. Use computers for various applications, such as database management or word processing. Perform payroll functions, such as maintaining time-keeping information and processing and submitting the payroll. Answer telephones and provide callers with information, take messages or transfer calls to the appropriate individuals. Collect and deposit money into accounts, disburse funds from cash accounts to pay bills or invoices, keep records of collections and disbursements, and ensure that accounts are balanced. Create, maintain and enter information into databases. Set up and manage paper or electronic filing systems, recording information, updating paperwork or maintaining documents, such as attendance records, correspondence or other material. Operate office equipment, such as fax machines, copiers or phone systems, and arrange for repairs when equipment malfunctions. Greet visitors or callers and handle their inquiries, or direct them to the appropriate people according to their requirements. Dealing with all health and safety requirements, staff training.

Owner/ Service engineer

LCS Laundry and Catering Services - Grimsby March 2003 to November 2006

Making service calls to maintain and repair machines. Maintain machine maintenance and repair records. Test machines to determine their proper functioning. Use computers for various applications, such as database management or word processing. Create, maintain and enter information into databases. Report equipment problems and ensure that the required repairs are carried out. Report equipment problems and ensure that the required repairs are carried out. Install safety devices on machinery, or direct device installation. Investigate industrial accidents, injuries or occupational diseases to determine causes and preventative measures. Investigate industrial accidents, injuries or occupational diseases to determine causes and preventative measures. Create or maintain databases of known test defects. Analyse test results in relation to design or rated specifications and test objectives, and modify or adjust equipment to meet specifications. Laundry and Catering Engineer

HDR Commercial - Louth June 1992 to September 2003

Testing equipment in relation to design or rated specifications and test objectives, and modify or adjust equipment to meet specifications. Service and maintain of Laundry and Catering Equipment to Manufacturers specifications. Repairing customers equipment, bringing it up to manufacturers working standards Installing new equipment in customers premises and instructing on use. Writing reports and filing test results for the safe use of equipment. Training of junior engineers later- advance to service Manager, running a team of thirteen service engineers.

Skills

Dedicated Office Manager, with 12 years of experience in combining management and customer service expertise in the Hospitality Industry, dealing with a varied range of customers, and employee work included wages, invoicing, purchasing and recruitment. During my time there I increased the business three fold and creating a business that sells itself through its quality and reputation.

Worked in a wide range of careers dealing with customers and businesses alike. Previous all be it in the past, Sales experience, logistical management and warehouse management. Full driving License.

Education

South Grove Comprehensive School

GCSE grade 7 English, Art, Physics.

GCSE grade 8 Maths, Engineering, Engineering design& drawing, Art.

GCSE grade 5 Religious Education.

Certification and Qualifications

Forklift Truck License 21/10/22 – 20/10/25

Certificate in Maintenance Management.

Certificate in Engineering Management.

Certificate in Pat Testing.

Certificate in Estate Management.

Certificate in workplace Health and Safety (CWHSP).

Certificate in Electronic & Electrical devise Maintenance.

Certificate in Facilities Management.