

Facilities Assistant (Moves)

Join Foster + Partners and Be Part of Something Iconic

At Foster + Partners, we don't just design buildings—we create some of the most inspiring, forward-thinking spaces in the world. Our projects redefine skylines, transform workplaces, and push the boundaries of design and engineering. But behind every great space, there's a dedicated team ensuring everything runs seamlessly.

We're looking for a Facilities Assistant (Moves) to join our Facilities team in London, supporting our ever-evolving office environment. If you enjoy hands-on work, being active, and working in a dynamic setting, this is the perfect role for you.

Why Join Us?

- **Be Part of an Architectural Legacy** – Work within one of the world's most renowned architecture firms.
- **Work on a Stunning Campus** – Our London office is an incredible space where creativity thrives.
- **No Two Days Are the Same** – You'll be involved in office moves, workspace setups, furniture assembly, and supporting our growing teams.
- **Career Growth & Development** – Whether you come from a facilities, removals, warehouse, construction, or physical labour background, we value transferable skills and provide opportunities to develop within the company.

The Role

As a Facilities Assistant (Moves), you'll be responsible for:

- Setting up workspaces for new employees, including assembling and moving furniture.
- Moving and installing equipment, from desks and chairs to computer screens and IT setups.
- Supporting office moves—reconfiguring spaces to meet the needs of our growing team.
- Maintaining workspace organization across our London campus.
- Driving between locations to transport equipment and materials (a full, clean driving license is required).
- Working with contractors and teams to ensure smooth transitions during office changes.

Who We're Looking For

We welcome applications from those with any hands-on, physically active background, including:

- Facilities, logistics, removals, or warehouse experience
- Construction, labouring, or trade backgrounds
- Hospitality, events setup, or security roles requiring physical movement
- Anyone who enjoys practical, hands-on work and wants to be part of a world-class environment

Key skills include:

- Strong teamwork and ability to work independently.
- Organized and proactive approach to daily tasks.
- Good communication skills—you'll be interacting with different teams across the business.
- Basic IT knowledge—setting up PC workstations and troubleshooting minor issues.

Working Hours & Overtime Pay

- Initially, shifts will be 8:00 AM – 5:00 PM or 9:00 AM – 6:00 PM.

Over time, you'll move to a rotating shift pattern:

- 7:00 AM – 4:00 PM (1-hour lunch break)
- 8:00 AM – 5:00 PM (1-hour lunch break)
- 9:00 AM – 6:00 PM (1-hour lunch break)
- Any work outside of Monday–Friday shifts (including evenings or weekends) will be paid at 1.5x the normal rate as overtime.

Be Part of Something Bigger

At Foster + Partners, every role plays a part in creating incredible spaces. If you're looking for a practical, hands-on role within a world-leading creative company, we'd love to hear from you.

Apply now and be part of something extraordinary.