



## JOB DESCRIPTION

JOB TITLE:	<b>FACILITIES ADMINISTRATOR – TECHNICAL</b>
DEPARTMENT:	<b>FPG HOLDINGS</b>
JOB TITLE OF INCUMBENT’S SUPERVISOR:	<b>FACILITIES HEAD</b>
JOB TITLE OF INCUMBENT’S REPORTEE/S:	<b>N/A</b>

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### PURPOSE OF JOB

To ensure all administrative requirements in the Facilities Department are duly completed and to provide administrative support to the Facilities Managers and Facilities Head

### KEY PERFORMANCE AREAS

- Organise and plan daily jobs with the Facilities Managers, Technical Officer, and all contractors
- Assist and work on weekly R&M and PM roster and distribute to the Managers accordingly
- Procurement & maintenance - purchase orders, stock control, booking job cards, following up on outstanding job cards, liaise with creditors department for invoice payments
- Assist with obtaining quotations
- Managing and controlling the monthly duty roster
- Assist with Property Management and tenant queries
- Assist where needed with student inquiries
- Take minutes during meetings, type minutes and distribute to managers
- Ensure that you understand the functions of the Maintenance Administrator and the Technical Facilities Officer, should any of these members be ill and/or on leave
- Ensure that in turn, you cross-pollinate your functions so that they can cover your post when you are absent
- Perform general admin duties as and when required
- Support the Facilities Managers daily with tasks as and when required
- All other ad hoc tasks and responsibilities as assigned by management
- Maintain and update inventory list of building assets
- Maintain and update all Fire, Lifts, Escalators, AC, plumbing folders monthly
- Assist with R&M budgets and reports
- Assist with questionnaires internally to understand where the team needs to improve on in terms of service delivery
- Assist with reports / audits in contractor monitoring/ management and grading.

## DESIRED EXPERIENCE AND SKILLS

- 2 - 3 years Office Administration experience required
- Knowledge on building maintenance
- Experience processing and preparing invoices, quotations, and monthly contractor reports
- Certificate or Diploma in Business Administration or equivalent advantageous
- Proficient computer skills and in-depth knowledge of relevant software such as MS Office suite or MDA advantageous
- Must have experience in taking minutes
- Previous experience working alongside Building Managers/ Facilities Managers or Property Managers
- Strong written and verbal communication skills
- Interpersonal skills, possess the ability to work well with people from all levels
- Exceptionally organized, driven and detail oriented.