

JOB DESCRIPTION

Designation	Facility Associate (TP Career Kickstarter)
School/Department	Estates & Facilities Management
Number of Position	1
Duration	12 months

Key Responsibilities

- Support in Secretariat responsibilities in meetings and workshops, ensure accurate documentation of key discussions and decisions, monitor the progress of critical initiatives, and prepare briefing materials and status reports for stakeholders.
- Conduct reviews of maintenance activities to ensure compliance with operational standards.
- Investigate and document any discrepancies and recommend preventive improvements.
- Support audits and compliance checks by preparing necessary reports and evidence.
- Assist in staff development by sourcing, proposing and coordinating training programmes to enhance staff's competencies, maintaining training records, liaising with providers, and recommending improvements based on training evaluations.

PREREQUISITES

- Qualification suitable disciplines such as facility management, architectural technology or building services.
- Strong written and verbal communication skills.
- Effective presentation skills
- Good interpersonal skills with the ability to collaborate across teams.
- Analytical thinking with attention to detail.
- Able to manage multiple priorities and meet deadlines.
- Positive attitude and willingness to learn.
- Able to work independently with minimal supervision.