

JOB DESCRIPTION

Job Title	Facilities Assistant	Reports to	Facility Coordinator
Works closely with	Country Manager, FM team	Supervises	NA
Department		Working Day/ Hours	Based on site specific

Key Result Areas

- Assists Facilities Coordinator (FC) in administrating the day to day operations in Facilities Management.
- Provides administrative and site facilities support.
- Responsible for all internal and external correspondence through the reception area.
- Assigns the generated work orders to cleaner or handyman.
- Coordinate with the cleaner/handyman to close the service requests
- Ensure work orders issued are closed in time with customer satisfaction.
- Maintain and check for accuracy on completed paperwork submitted by vendors.
- Develop and maintain filing system to keep track of work updates and statutory licenses status.
- Assists the FC in managing cleaning staff, receptionist/s
- Coordinates with Vendor to arrange for any servicing schedule
- Manage and monitor daily mail & parcel service as well as pantry service and ensure that services are meeting/exceeding SLA define by and SODEXO
- Provides support whenever there is shortage of manpower in the department.
- Administrate OT submissions for staff.
- Assists the FC in liaising and reporting building defects wherever applicable with Landlord.
- Conducts safety walks and workplace inspections together with the FC.
- Assists the FC in the preparation of reports and documents in variety of formats (PowerPoint, Excel, Word etc.).
- Escalate urgent issues identified to the FC.
- Maintain site records, keeping it updated and accurate.
- Raise purchase requisitions as required.
- Any ad-hoc duties required by the department.

Knowledge, Skill and Abilities Required

- Minimum a Diploma in Facilities Management or its equivalent
- A proven background in the field of facility or similar related discipline
- Working knowledge of the statutory requirements and their application in OH&S and knowledge of government agencies and key client framework
- Computer literate in Microsoft Office and Access
- Excellent time management and teamwork skills

- Commitment to continuous improvement and best practice
- Excellent grooming and personal hygiene standards
- Self motivated and lateral thinking
- Languages: English Fluent. Bilingual will be advantageous.

Please note that this job description is subject to change dependent on the overall workload of the department.

I acknowledge that I have received, read and sought clarifications of any questions I have about the content of this job description

Acknowledged by :

Name : _____

Signature : _____