



Job Description: Facilities Management Administrative Assistant

Reports To: Director of Facilities and Maintenance Lead

Job Goal: The Facilities Management Administrative Assistant is responsible for enhancing the workflow of the Facilities Management Department. The individual in this position takes direction from and is supervised by the Director of Facilities.

Qualifications

- 1-3 years of secretarial or executive secretarial experience
- Proficient in reading, writing and math skills
- Strong computer skills including proficiency in spreadsheet and word processing
- Must be able to maintain a high standard of confidentiality
- Must be resourceful, self-motivated, and able to prioritize and handle many tasks at once in a fast paced environment
- Must be a quick learner, detail oriented, accurate, organized and reliable

Performance Responsibilities

Tasks for this position include but are not limited to:

- Meeting and greeting clients and visitors
- Answering telephones and dispatching work over the department's communication systems
- Dispatching work to Facilities Management personnel; prioritizing and coordinating work orders to be completed by Facilities Management staff
- Performing general clerical duties to include but not limited to: correspondence, photocopying, faxing, mailing, and filing
- Maintaining department records and files as needed
- Processing and maintaining accurate records of time cards, payroll, vacation, sick time, and other personnel-related tasks
- Researching projects, supplies, furniture, and other facilities-oriented supplies and equipment; obtaining relevant pricing
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- Maintaining calendar of appointments and scheduling
- Screening phone calls and unscheduled guests
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- Coordinating and organizing the flow of services and resources for set ups, repairs, and maintenance and all Facilities Use.
- Maintaining workflow throughout the department; coordinating between department members.
- Recommending standards and/or improvements for department files, office procedures and practices
- Updating the Facilities Director on any and all issues pertaining to the department
- Performing other duties as assigned by the Facilities Director or the Headmaster to ensure the effectiveness of the Facilities Departments and support the mission of the school

Working Conditions

- Working conditions are normal for a fast paced office environment.
- Administrative Assistant may be required to work some nights and weekends.