

American International School of Abuja

Position Title: Administrative Assistant
Reports To: Facilities Manager
Last Modified: February 19, 2025



Position Description/Overview:

The Administrative Assistant to the Facilities Manager provides administrative and clerical support to ensure the efficient operation of the Facilities Department. This role involves handling documentation, coordinating maintenance schedules, communicating with vendors, and assisting with facility-related projects. The position requires strong organizational skills, attention to detail, and the ability to multitask in a fast-paced environment.

Key Responsibilities:

Administrative Support

- Assist the Facilities Manager in daily administrative tasks, including correspondence, report preparation, and record-keeping.
- Maintain accurate and up-to-date records of maintenance activities, vendor contracts, and facility-related expenses.
- Process purchase orders, invoices, and budget documentation related to facility operations.
- Handle incoming calls, emails, and other communications related to facility requests and inquiries.

Facilities Coordination

- Schedule and track preventive maintenance, repairs, and facility inspections to ensure the school's infrastructure remains in optimal condition.
- Coordinate work orders and liaise with maintenance staff, contractors, and service providers.
- Maintain an inventory of supplies and equipment, ensuring timely reordering and proper usage.
- Assist in the planning and execution of facility-related projects, renovations, and event setups.

Communication & Compliance

- Ensure compliance with school policies, health and safety regulations, and maintenance standards.
- Prepare and distribute internal notices related to facility maintenance and operational updates.
- Act as a point of contact between the Facilities Department and other school departments for facility-related concerns.

Qualifications & Requirements:

- Bachelor's degree or relevant diploma in Business Administration, Facility Management, or a related field preferred.
- Minimum of 2–3 years of experience in an administrative role, preferably in a school or facilities management setting.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and facility management software.
- Strong organizational, multitasking, and problem-solving skills.
- Excellent communication and interpersonal abilities.
- Ability to work independently and as part of a team in a fast-paced environment.

Interested candidates should send their resumes and a cover letter to humanresources@aisabuja.com on or before February 27, 2025.