



ST. JOSEPH'S INSTITUTION INTERNATIONAL

St Joseph's Institution International is a Catholic and Lasallian school that provides a quality international education to a diverse student body, rooted in the community of Singapore. We are seeking a proactive and enthusiastic team player with strong people skills and cultural sensitivity to join us as:

Facilities Executive

Overview

The Facilities Executive is to coordinate the facilities support requirements across the whole campus, reporting to the Facilities Supervisor, and ensuring all facilities-related administration and documentation are handled effectively.

General responsibilities and duties

1. To assist the Facilities Manager in managing all the facilities related administration and documentation, including, but not limited to:
 - a. Ensuring procurements are carried out in accordance with school policy;
 - b. Monitoring of Facilities Contracts and filing of all relevant documents;
 - c. Tracking and management of Fixed Facilities Assets;
 - d. Liaising with government bodies such as NEA, PUB, BCA, etc. to ensure timely application/renewal of all facilities licenses and requirements.
 - e. Liaising with vendors to ensure timely payment and receiving of goods.
 - f. Monitoring of facility booking systems for events.

2. To support the Facilities Manager in coordinating the facilities support requirements across the whole school.

3. As part of the facilities team, to enhance the team's capabilities and capacities to:
 - a. Provide facilities support for multiple and concurrent school events;
 - b. Manage all room and office facilities fitting requirements for new and A&A building projects;
 - c. Manage adhoc renovation requirements;
 - d. Perform adhoc local procurements;
 - e. Support the PSG's requests and requirements.

4. To manage and develop the school's facilities rental system, with the following main responsibilities and job scope:
 - a. Be the single POC for all requests to rent or use the school facilities, both internally and externally.
 - b. Verify the Who, Want, Where, When, Why of all requests to rent or use the school's facilities, beyond those that are part of the schools' curriculum.
 - c. Perform an initial check to ensure that the requested use of the school's facilities does not clash with any internal bookings, which should be accorded with higher priority.
 - d. Make a recommendation and check with the COO whether the request could be supported. COO to confirm with ELT if need be.
 - e. Upon confirmation of supportability and rental rates, draft the rental contract and Terms and Conditions document for approval by COO.
 - f. Send approved rental contract and Terms and Conditions to requester for confirmation and acceptance.
 - g. Upon acceptance by the requester, do a tentative reservation of the requested facilities and liaise with the Finance Office to send invoice to the requester for payment, and ensure that full payment is made before the deadline.
 - h. Upon full payment, confirm the booking of facilities and coordinate with the requester for ground recce of the facilities and support requirements.
 - i. Ensure that the requester submit the detailed list of personnel and vehicle accessing the school and forward this to the Admin Manager and Security Supervisors, at least 3 days before the date of usage.
 - j. Send a weekly reminder to the security office prior to the weekend on all approved usage of facilities.
 - k. Follow up with the requester should there be issues with regard to the rental or usage of facilities, such as damages or cancellation due to inclement weather.
 - l. For repeated bookings, ensure that this is done on a monthly basis upon confirmation of the school's own requirements, and liaise with the Finance Office to ensure timely billing. For example, to monitor the usage of the football fields by SMSA and advise the Finance Office on the amount of overtime security staff support to bill.
 - m. Compile a bi-annual report of the facility's rental income.
 - n. Regularly review the system of facilities bookings and rental with aim to improve the efficiency of the process.

5. Any other duty as assigned by the COO/Facilities Manager.

Requirements:

- Diploma or above in Facilities Management or related field
- Proficient in English, both written and verbal
- Experience in digital transformation in facility management
- Experience working in school environment
- Ability to work well alone and with external vendors

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to his classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

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