



## Example of Facilities & Services Job Description

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Our growing company is searching for experienced candidates for the position of facilities & services. To join our growing team, please review the list of responsibilities and qualifications.

### Responsibilities for facilities & services

- Regular updates to local management, and other stakeholders as appropriate, of results and significant vendor events and activities
- Represents the group as primary contact with outside agencies, vendors and customers
- Compiles information for budget estimates and special projects
- Sets employee standards and department facilities-related goals
- Implement Facility Services portion of all Work Orders
- Directly interacts with department, Business Unit and Group representatives in performing responsibilities
- Owns and serves as the Site SME for key facilities related areas, Pest Control, and also interacts with Regulatory Agencies as required
- Responds to problems and concerns
- Serves as the primary point of contact for facilities issues in assigned buildings and grounds
- Oversees a network of service contracts (custodial, landscaping, recycling, and bio-waste) to address the operational needs

### Qualifications for facilities & services

- Excellent project management skills – ability to plan, organize and execute projects from inception to completion
- Ability to establish and implement cohesive and synergistic business strategies on an organizational wide basis with contractors, vendors, brokers

- Customer facing knowledge and skills
- Minimum high school diploma with 3 years experience as a receptionist working in a professional work environment