



Example of Facilities & Services Job Description

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Our growing company is hiring for a facilities & services. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for facilities & services

- Serves as bio-waste management coordinator by correcting identified safety issues
- Performs grounds maintenance of the site
- Performs minor maintenance for grounds keeping equipment and site facilities
- Provides minor self-help facilities repair (e.g., door handles, light bulb changing, door closures)
- Cleans and keeps in an orderly/sanitary condition all working areas, classrooms, training areas, conference rooms, break rooms and latrines across the site
- Supports all training and conference center activities
- Provide back up support for the Conference Facilities Supervisor which includes
- Responsible for backing-up the Mail Courier position (all MPC mail routes), and General Facilities Assistants for the Covey Center and General Office
- Work with plant operations, plant technical teams, and external stakeholders
- Oversee gap reviews of global engineering standards, hazardous area requirements to ensure continued compliance with all engineering codes and requirements

Qualifications for facilities & services

- Prior experience in the restaurant/hospitality industry, investment firms, law

- Proven ability to work independently to perform effectively in a team environment
- Effective communicator (written and spoken) with a strong command of the English language (additional languages an asset)
- Must possess a friendly manner and the ability to deal with all levels of staff and external visitors
- Pro-active, responsive, reliable, adaptable, self motivated, time flexible and a team player
- Demonstrated sound judgment, tact and diplomacy