



# Example of Facilities & Services Job Description

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Our growing company is looking for a facilities & services. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for facilities & services

- Responsible for managing training room scheduling
- Responsible for GR process in SAP for all catering orders
- Working in Outlook, Word, Excel and Power Point
- Provide coverage for receptionist as needed and capable of performing basic reception tasks
- Assist in shipping and other administrative task as required
- Help set up training rooms and café as need to accommodate internal and partner meetings
- Perform a wide variety of cleaning tasks including kitchens, conference rooms, admin room and general office cleaning
- Keep coffee made in all break areas and load dishwashers and put up dishes as required
- Keep all common areas and storage spaces clean and organized
- Ensure proper stock levels throughout kitchens and admin room

## Qualifications for facilities & services

- Must have the ability to take initiative in organizing
- Customer-orientation for both internal and external customers
- Must be willing to work with flexible schedules
- Comprehensive knowledge of federal, state, and local regulatory standards required
- Some experience in managing the work of maintenance, custodial and service
- Excellent communication skills, written and oral, speaks English proficiently