



Example of Facilities & Services Job Description

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Our innovative and growing company is hiring 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

- Perform weekly inventory of office and cleaning supplies
- Assist the facilities team with employee requests via internal ticketing system as assigned
- Assist in various handy-man tasks throughout the office including hanging of whiteboards, keyboard tray installation, and internal employee moves
- Perform other similar and related duties as assigned
- Development of programs and initiatives to integrate safety into routine and non-routine maintenance and construction activities
- Provide analysis and consultation to Leadership regarding relevant safety requirements
- Create and maintain applicable written safety programs
- Develop and deliver relevant safety training
- Periodic internal inspections
- Lead and/or advise FS safety committees

Qualifications for facilities & services

- Minimum five (5) years experience in painting or equivalent trade
- Familiarity with construction/remodeling also required
- Demonstrated operational experience with emphasis on integrated facility services
- Post Secondary or College Education with additional technical specification
- Proficient in general computer operations and applications such as (MS Excel,

- Managerial knowledge and experience must include the ability to lead, manage, and motivate employees