



# Example of Facilities Specialist Job Description

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Our company is looking for a facilities specialist. 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 specialist

- Review rent rolls, CAM, termination and notice dates
- Integrate new leases including those from mergers and acquisitions and other Hitachi companies
- Meet with landlords to discuss lease and other tenant related issues
- Work with Project Managers to ensure budget and cost tracking, tenant improvement allowances
- Interact with Procurement, Accounts Payable and Receivables
- Define and execute global strategic initiatives
- Developing standard business processes and practice
- Improve business process efficiency through optimization and automation
- Implement new technology enhancements and products
- Document global standard processes

## Qualifications for facilities specialist

- Valid driver's license with a currently registered vehicle
- Incumbent will be required to carry a cellular phone device and to be on call to support operations on an as needed basis
- Relevant qualifications IFMA Facility Manager Professional (FMP) and/or related experience with at least 3-5 years of career progression in a customer service / administration position
- Preferably knowledgeable about Datacenter Monitoring and Configuration Management Tools

