



Example of Facilities Specialist Job Description

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Our innovative and growing company is searching for experienced candidates for the position of facilities specialist. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for facilities specialist

- Resolve or coordinate timely resolution for all facilities requests, such as temperature complaints, conference scheduling conflicts
- Receiving and unloading furniture deliveries from transportation companies
- Some duties will overlap with those in the Maintenance department
- Keep tracking of office facilities and equipment operating status including furniture, MFDs, shredders, kitchen appliances , coordinate with vendors for repairing in a manner of promptly to minimize the downtime
- Hang wall mounted devices for bathrooms, offices, hallways, as requested
- Chaperone contractors to facilities work need areas (ex
- Prepares move plans and then facilitates organizing and scheduling of the required materials and resources
- Organizes and stages shred bins for collections and recycle
- Handled end to end operations of a facility like Soft Services, M&E's, Front office, Cafeteria & Pantry operations, Stock Indenting & Management, Mail& Courier, AMC, budget inputs, reporting
- Should have knowledge and of maintaining all aspects of M&E and related equipment like UPS, Chiller, DG Sets, Transformers

Qualifications for facilities specialist

- Ability to work autonomously using considerable independent judgment, direction, and initiative in carrying out daily operations

customers, and strive to maintain good relationships with others

- Must have knowledge or demonstrate ability to learn EHS regulations, issues, procedure, processes, reporting requirements, and other compliance requirements with federal, state, and local laws governing the environment
- HS or GED plus 5 years of experience or College degree and 3 years experience
- And furniture purchases and processes documents
- Master (Sciences, Medical Sciences or Regulatory Affairs) or Engineer