



# Example of Facilities Specialist Job Description

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Our company is growing rapidly and is looking to fill the role of facilities specialist. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for facilities specialist

- Serve as one of property operations / maintenance point of contact for facilities' issues in complex facilities as defined above
- Lead representative for the set up and supervision of a facilities help desk
- Performs procurement and installation of office fixtures/furniture/equipment
- Assist all other members of facilities maintenance including mechanical, general repair and maintenance, ground maintenance
- Liaison with building management on all building / facilities related issues
- Plan, budget, and schedule facilities modifications and repairs including cost estimates, bid sheets, layouts, and contracts
- May be asked to do building sweeps to ensure employees are properly securing data
- On call 24 hours to respond to building alarm notification calls and other facilities issues
- May assist the Site Manager with management of physical assets (laptops, desktops, furniture)
- May act as liaison with other tenants and/or building owners/managers corporate Director of Real Estate

## Qualifications for facilities specialist

- 4+ years' experience in a GMP regulated environment, with exhibited knowledge or proficiency at facilities operations, validation and/or change control (with BA or BS in biological science or engineering)

control (with MS in biological science or engineering)

- Organizational and management skills to coordinate multi-discipline projects
- Understanding and familiarity with deviation investigations, change control and related FDA & European regulatory requirements, guidelines, and recommendations (understanding of regulatory guidelines for other countries a plus)
- Experience in report writing with proficient organizational, spelling, grammar, and typing skills
- Ability to quickly learn and master Equipment/Work Order management software and Quality management software used for management of Facilities business and Quality systems