



# Example of Facilities Supervisor Job Description

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Our innovative and growing company is looking for a facilities supervisor. 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 supervisor

- Company's utilities payment of various
- Company related issues, services and shipping
- FSAs' flats monthly rent
- Scrap daily operations
- Facilitates open and honest communication with Facilities staff
- Assists in department budget preparation for space utilization, standard office furniture, capital and leasehold items, time and material maintenance and equipment maintenance
- Schedules and assigns work of administrative support
- Oversee all intra-campus moves
- Manage all preventative maintenance programs and repair projects from planning to completion at or below budget and within schedule
- Works with the Global Facilities Operations Director to identify performance metrics, Key Performance Indicators (KPIs), and to develop monthly Site Services team meetings and Quarterly Business Reviews (QBRs)

## Qualifications for facilities supervisor

- Fundamental knowledge of space planning, architectural programming, corporate insurance procedures, building design and development principles, and real estate lease processes
- Bachelor's degree from an accredited program in business, marketing, organizational structure or a field related to real estate preferred, but not

- Ability to develop and cultivate business relationships
- Ability to lead individuals to deliver superior results
- Excellent verbal and written communication skills and fluent in English