



# Example of Facilities Support Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our innovative and growing company is looking for a facilities support. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for facilities support

- To be able to cover the site reprographics departments for large scale printing and design
- Underground services
- Participate in Leadership Council, departmental and/or program meetings
- Serve as the Facility Safety Officer and Life Safety Officer insuring that meetings are held and fulfill the duties as outlines in the E.O.C manual
- Deliver the technical side of the new office fitout - conf rooms and common areas (before the location is working)
- Communicate new technical solutions installed and user training
- Coordinate purchase/order process of non-IT equipment (mobile phones, headphones, VC systems, ) and non-standard licenses and keep track of expenditures
- Coordinate purchase/order process of IT equipment for new employees and keep track of expenditures
- Take care of purchases/delivery documentation
- Coordinate, administer, support and maintenance of licenses for VOIP telephony and mobile telephony

## Qualifications for facilities support

- Graduate degree in a field requiring project management skill sets
- Prior experience running a large-scale facility or operation and/or client facing teams with a significant operating budget
- Work experience with global team on global projects

- Demonstrated ability to lead a group of managers responsible for various support services departments within a Facilities Organization
- Proven track record of interacting effectively with all levels of management