



Example of Facility Administrator Job Description

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Our innovative and growing company is hiring for a facility administrator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for facility administrator

- Responsible for the administration of the daily business operations of the vascular care center including managing the functions and actions related to the center staff, quality of overall provision of patient care, maintenance of the physical plant and center equipment, and inventory control
- Deliver best in class patient outcomes across key clinical indicators (infection rates, vascular access, fluid management)
- Hang pictures and shelving set-up and move office furniture and equipment
- Routinely meet with vendors and Company personnel to review accounts
- Review and verify the accuracy of all invoices received by the Company, before authorizing payment from Accounting, coding invoices with center's numbers and attaching purchase orders where applicable
- Maintain Accounting Log located on company server
- Regularly communicate with vendors and the Company's Accounts Payable department regarding pending/past due invoices
- Keep an organized and accurate file system of all documents related to the Departments and follow up on any discrepancies
- General administrative functions and creating of flyers and announcements
- Assist in the preparation of monthly reports to the Board of Directors

Qualifications for facility administrator

- Works with co-workers as assigned to assist in the coordination of events, programs and clubs

- Organizes and maintains all homeowner architectural and landscape plans in an orderly fashion
- Prepares for, attends, and performs all follow-up to Design Review Committee (DRC as designated by association requirements
- Prepares and distributes monthly ARC packets
- On an as needed basis, oversight of facility rentals and post party checklists