



# Example of Facility Administrator Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of facility administrator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for facility administrator

- Perform regular inspections of all parks and common areas, documenting and preparing punch lists and/or work orders for contractors accordingly
- Present invoices and proposals for work to Operations Manager in a timely manner
- Assist with the coordination of all PVPAL and PVCS events/activities, including facility set-up and breakdown duties, when necessary
- Assist with the coordination of and attend designated PVPAL meetings or functions as requested
- Vouch customer invoices
- Kornos time management
- Perform other duties and tasks as assigned by management
- Ensure effective and efficient use of all resources, , expenses, labor
- Represent the facility in dealings with outside agencies, including governmental agencies and third party payers, or provide an authorized representative of the facility when unable to attend such meetings
- Make written and oral reports/representations to Company leadership concerning the operations of the facility

## Qualifications for facility administrator

- Provide oversight of vendors to ensure completion of responsibilities and work orders

- Assist residents with landscape questions and or concerns
- Applies a pro-active approach to all areas of responsibility and strives for continued improvement and excellence throughout
- Assist with the front desk and customer service when needed
- Assist with inputting and closing out work orders