



Example of Facility Administrator Job Description

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

Responsibilities for facility administrator

- Administration of the Hull facility visitor procedures and induction process
- To participate in and act as Secretary for the Facility Site SHE Meeting
- Works with Maintenance Manager to ensure repairs have been addressed
- Offers support to the Front desk when needed
- Other duties as maybe required from time to time
- Managing the base documents and administrative requirements such as PTW, Radiation badges, local authority forms, with minimum involvement of Segments' Personnel in filling documents as required
- Manage Staff house or camp along with associated catering and handle coverall washing process from collection to distribution .Manage people allocation in the staff house and monitor / update staff house utilization status
- Coordinate and create e-journey for all car pool / Shuttle bus trips in the location
- Manage the fuel distribution, diesel/ oil refilling for base equipment
- Manage the PPE Ordering/Tracking process for all segments as per their respective location PPE Plan .Manage third party vendors who will perform the tasks

Qualifications for facility administrator

- Dialysis nursing experience highly preferred
- Conducts daily inspections of the facility and reports any maintenance needs to the Facility Manager/Assistant GM/or GM

- High school diploma or the equivalent in training and experience
- Ability to lift 50-75 pounds on occasion
- Honest and has the highest integrity