



Facilities Officer

Hays • Melbourne CBD VIC



Base pay

\$70,000 - \$70,000



Work type

Permanent



Contract type

Not provided

Job details



Date posted

19 Mar 2022



Expiring date

19 Mar 2023



Category

Property & Real Estate



Occupation

Body Corporate & Facilities Management



Base pay

\$70,000 - \$70,000



Work type

Permanent



Job mode

Standard/Business Hours

Full job description

Your new company

Is a specialised facilities management company with a large national presence and beautiful offices here in Melbourne. Due to a new site opening, there is a requirement for a Facilities Officer on a ongoing temporary basis . The primary function of this role is to assist with the delivery of facilities services to our inner suburbs location and contribute to the continual improvement of our facilities management procedures.

Your new role

Supporting a facilities manager, your duties will include:

- Assist with building management works including coordination of maintenance works, liaison with external contractors and/or trades
- Logging of maintenance issues for the building and coordinating service providers
- Coordinate contractors on the helpdesk
- Assist with any team/department moves to external offices this includes liaison with internal stakeholders and external contracts
- Provide oversight of cleaning service provider to ensure tenancy cleaning is as per the standard for the office
- Book meeting rooms and organise catering from external providers
- Hand out security passes and sign in new contractors

What you'll need to succeed

What you need to succeed:

- Demonstrated experience in a similar role preferably including experience with office facilities and contractor coordination

- Contract negotiation experience is highly desirable
- Excellent time management and organisational skills
- Strong Microsoft office suit skills
- Experience with facility management and/or building services or maintenance coordination
- Excellent written and verbal communication skills with the ability to engage stakeholders at varying levels of the business

What you'll get in return

- Temporary to permanent role
- Great team working environment
- Western suburbs location
- Excellent Hourly rate

What you need to do now

If you're interested in this role, click 'apply now' to forward an up-to-date copy of your CV, or call us now.

If this job isn't quite right for you but you are looking for a new position, please contact us for a confidential discussion on your career.

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