



FACILITIES ASSISTANT

ROLE PURPOSE

To provide day-to-day support in maintaining a clean, safe, and well-organized office environment by assisting with facilities operations, basic maintenance coordination, and ensuring office supplies and services are efficiently managed. This role supports the Facilities Supervisor in ensuring the smooth functioning of office facilities and providing a welcoming and organized space for staff and visitors.

ROLES AND RESPONSIBILITIES

- Support the Facilities Supervisor with basic office checks and inspections to identify maintenance and repair needs.
- Help ensure vendors deliver the correct items and follow service agreements.
- Keep the office clean, organized, and safe by working with cleaning staff.
- Issue cleaning and bathroom supplies to cleaners as needed.
- Assist in tracking office supplies and maintaining stock levels (e.g., stationery, kitchen, and bathroom items).
- Report maintenance issues to the Facilities Supervisor promptly.
- Help schedule and monitor basic repair and maintenance tasks.
- Ensure boardrooms are clean, organized, and ready for meetings.
- Assist with courier pickups and deliveries.
- Receive and organize new stock items.
- Set up snacks and drinks for boardroom meetings.
- Keep facilities records updated and organized.
- Maintain a tidy and organized facilities storeroom.
- Ensure the reception area and boardrooms are neat and presentable.

DESIRED SKILLS

- Good communication skills (written and verbal).
- Strong organizational and time management abilities.
- Proactive, reliable, and detail oriented.
- Able to follow instructions and work independently when needed.
- Basic knowledge of office administration.
- Friendly and customer-service focused.

EXPERIENCE AND QUALIFICATIONS

- Basic computer skills (Microsoft Word, Excel, and Outlook).
- 1-2 years of experience in office administration, maintenance, or a similar role.
- Willingness to learn and grow in a facilities environment.
- Ability to lift and move light items.
- Positive attitude and a team player.