

Misk Schools Job Description – Facilities Management Administrator

Job Title	Department	Salary Grade
Facilities Management Administrator	Facilities Management (FM)	TBA

1	Reports to
	Head of FM

2	Core Purpose
	Deliver administration services to the Head of FM, as directed by the Head of FM

3	Responsibilities
	<ol style="list-style-type: none"> 1. Oversee all document transmittals, in and out 2. Maintain a document register 3. Print, bind and transmit hard copy documents as required 4. Ensure all documents have been through a QA check prior to issue to the Director General of the stakeholders 5. Maintain the Head of FM’s diary and organize meetings 6. Liaise with Security for the admission of guests to School premises 7. Answer telephone, email and face-to-face inquiries 8. Act as first point of contact for Service Providers 9. Create schedules for visiting consultants and contractors 10. Conduct all activities within the service standards established by the Head of FM 11. Conduct daily activity with reference to Misk Schools policies and procedures 12. Embed Misk Schools culture and ethics in all the activities 13. Collaborate with the Head of FM to establish and achieve personal performance objectives 14. Maintain the stakeholder as the focus of all activities 15. Work flexibly according to the needs of the organization 16. Innovate systems and processes to enhance efficiency and effectiveness 17. Any other duties reasonably requested by the Head of FM

4	Qualifications
	<ul style="list-style-type: none"> • Diploma in Business Administration

5	Experience
	<ul style="list-style-type: none"> • Five years of experience as an executive administrative • Excellent command of both oral and written English • The post holder must possess strong interpersonal and communication skills

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- The post holder must have knowledge of various document control systems and be proficient with MS office

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Commitment and Abilities

- Ability to communicate clearly in written and spoken English with colleagues and external agencies
- Ability to work sensitively with people from other cultures
- Ability to work independently as well as part of a team
- Strong organizational and time management skills
- Ability to develop and maintain critical relationships internally and externally
- Enthusiasm for working in an environment of positive change and development
- Ability to organize own workload and work to agreed deadlines
- Great attention to detail
- Excellent organizational skills
- Strong critical thinking, analytical and problem-solving skills
- Commitment to professional development