

JOB DESCRIPTION

POSITION TITLE:	Facilities Administrative Assistant
REPORTING TO:	Director of Operations
FLSA STATUS:	Full-time, non-exempt
EFFECTIVE DATE:	January 2023

Overview:

The Facilities Administrative Assistant has two main responsibilities. One is to support the Account Managers to ensure all clients and projects are set up accurately and keep in compliance. This includes collecting all certificates and tax documents and ensuring they are up to date. Second is to source and secure outside vendors to complete client projects. This means procuring new vendors and negotiating with existing vendors while ensuring compliance with The Firm’s policies and requirements. This role will interact with other internal client support team members on vendor issues to ensure that customer expectations are always met, and the vendor obligation is fulfilled.

Essential Duties:

- Source & Procure Vendors: Target, identify, screen and recruit target prospective contractor/vendor partners [SEP]
- Help desk for vendors to onboard them and maintain successful relationships [SEP]
- Conduct qualification process of contractor/partners including completed application/compliance information and background data [SEP]
- Work collaboratively with the team to build and maintain a solid, trusted database of contractor/partners [SEP]
- Data entry/vendor profile maintenance
- Ensure all work certificates and tax documents are accurate and in compliance
- Ensure all work orders are properly closed and filed at completion
- Assist with customer billing
- Create new work orders
- File and maintain customer documents, correspondence, requests
- Assist Account Managers on projects as assigned
- Assist with special projects as assigned

Requirements:

- 1+ Year Facilities Vendor Management Experience preferred [SEP]
- Computer skills in MS Office including Outlook, Word, and Excel [SEP]
- Position requires a team player, positive proactive attitude and ability to adapt quickly to changing priorities [SEP]
- Strong attention to detail [SEP]
- Superior critical thinking & problem-solving skills
- Must be highly motivated and have a strong work ethic
- Associate degree (minimum)
- Comfortable speaking on telephone to introduce the company/services, involvement in sales and/or recruiting
- Strong written, oral and interpersonal communication skills
- Professional demeanor and appearance
- Ability to multi-task effectively
- Highly organized, Punctual, Resourceful, Attention to detail, Quick learner
- Graceful under pressure, adaptive to changing environments
- Ability to problem solve

We are an equal opportunity employer and make hiring decisions based on merit. Recruitment, hiring, training, and job assignments are made without regard to race, color, national origin, age, ancestry, religion, sex, sexual orientation, gender identity, gender expression, marital status, disability, or any other protected classification. We consider all qualified applicants, including those with criminal histories, in a manner consistent with state and local laws.