

## **Facilities Administration Officer**

An exciting opportunity exists for an experienced Facilities Administration Officer to join our growing Resort on a full-time basis, 38 hours Monday – Friday.

Reporting to the Facilities Manager, you will be an integral part of the team acting as the key point of contact for the department and ensuring its smooth running.

With a tight knit team and a family like culture this will be a good opportunity for someone who would like to be hands on and make this role their own.

Duties include:

- Act as a personal assistant to the Facilities Manager and provide daily support on all tasks to ensure effective delivery of services
- Assist with coordinating maintenance or repair work for the property
- Liaise with and respond to various stakeholders (owners, Strata, owners' representatives, real estates) inquires and concerns in a timely manner to ensure customer satisfaction and coordinate efficient and effective responses
- Schedule / coordinate preventative maintenance work
- Allocation, distribution and coordination of work orders to team members.
- Compile end of month charges and enter in hotel software and follow up payments where necessary
- Liaise with, arrange and coordinate contractors to complete maintenance, service and repair work
- Order and/or purchase office supplies and departmental uniform replacements
- Assist with the management of subcontractors
- General administration/office duties including data entry, filing, answering calls and responding to departmental emails

Essential:

- Professional, mature attitude
- Demonstrated, recent experience in a similar or related role
- Excellent communication skills with the ability to communicate at all levels and build effective and professional relationships with various stakeholders
- Excellent time management skills with the ability to multi-task, prioritise, adapt to change and operate in a fast-paced
- A high level of initiative, attention to detail and good problem-solving skills
- Proficient in Microsoft Office suite (Word, Excel, and Outlook)
- Ability to work as part of a team and ready to assist whenever needed

Desirable:

- Cert III in Business Administration or similar
- Current First Aid certificate
- Accounting package experience in QuickBooks and hotel software experience in SIHOT

To apply please forward your resume to our Operations Manager at [opsmgr@pacificbayresort.com.au](mailto:opsmgr@pacificbayresort.com.au)

Only short-listed applicants will be contacted