

JOB DESCRIPTION

JOB TITLE	Facility Officer
JOB LEVEL	Supervisor/Exp. Professional
JOB LEVEL	4
DEPARTMENT	Admin
REPORTS TO	
LOCATION	Lagos

JOB SUMMARY

The Facilities Officer will work to ensure a conducive and safe environment for staff members whilst also maintaining adequate management of the firm's assets across its branch offices.

Duties:

- Supporting legal and admin staff members.
- Maintaining facility management processes.
- Maintaining & optimizing facilities & Assets
- Technology integration.
- Managing projects.
- Purchase /vendor management
- Putting it all together for facilities management.

Responsibilities also include performing and coordinating other miscellaneous duties as assigned by supervisor.

MAIN TASKS/RESPONSIBILITIES

FACILITY MANAGEMENT AND EQUIPMENT

- Ensure work environment is always clean and professional.
- Ensure that the facility is fully operational with all utilities functioning properly.
- Perform daily inspections and identify and address issues to ensure a clean and safe work environment for staff members.
- Ensure proper maintenance of firms' assets (cars, properties, office appliances, equipment etc)
- Coordinate and schedule equipment and building repairs, installations, and maintenance work with vendors and appropriate in-house staff.
- Manage unplanned maintenance, repair and recovery for the facility as required within the shortest possible time.
- Follow-up on timelines to ensure periodic services such as generator and elevator servicing, facility
- Energy management: ensure adherence to managing energy sources – turning off lights, putting off equipment, and use of inverter to the firm's advantage.
- Assist with and coordinate internal office and furniture moves
- Assist with special projects related to office facilities, including office construction and refurbishments and vendor bidding processes.
- Manage staff parking inside and outside the office premises as allowed by Estate compliance/ensure timely payment of annual fees to monitoring agency.
- Maintain and update electronic version of floor plan & seat arrangement
- Maintain and update fire safety policy as well as HSE policies which are to be communicated to staff and new employees, interns at all times.
- Manage and ensure routine fumigation of offices across the branches.
- Ensure that basic facilities, such as water, sewer and waste are well maintained
- Prepare weekly report of facility activities

OFFICE SUPPLY

- Oversee distribution/ management/purchase of store items.
- Office supplies: there should be a re-order level that is adhered with as supplies should be re-stocked before old supplies run out; staff should always have a supply of basic stationery which should be re-stocked monthly (or as appropriate)

DATABASE MANAGEMENT

- Christmas: Christmas lists should be prepared and vetted within the third quarter of the year and not after
- Database management: keep up-to-date database of Firm's contacts – periodically updated and cleaned to ensure minimal errors (less than 5% of cards/hampers should be returned for wrong addresses, deaths, etc)

VENDOR MANAGEMENT

- Manage an updated list of vendors, price negotiations and agreements.
- Monitor and ensure that agreed work by staff or contactors are completed satisfactorily and follow up on any deficiencies.
- Process vendor invoices.
- Perform other duties as assigned.

Qualification:

Minimum of three (3) years' experience in the same field

Bachelor's degree in one or any of these: Facility Management, Estate Management, Estate Valuer or any other related field of study within depth knowledge of real estate industry and its current events.

Key Skills:

Attention to details

Sense of aesthetics

Negotiation skills

Good communication skills

Supervision skills

Innovative, proactive and ability to troubleshoot.