

Facilities Assistant

Hays | Facilities Management • Western Sydney NSW



Base pay

\$55,000 - \$65,000



Work type

Full time



Contract type

Permanent

Job details



Date posted

04 Jun 2021



Expired On

04 Jun 2022



Category

Property & Real Estate



Occupation

Contracts Administrator



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Contract type

Permanent



Work type

Full time

Full job description

Your new company

This growing Building Management Group is has become a market leader over it's short period. The group has achieved this by offering a high- level of quality service to a range of properties such as Residential, Commercial, Industrial, and Retail. This growing company is looking to take on 2 x Facilities Assistants to assist with the day to day duties of the group.

Your new role

- The day to day duties include:
- Responsible for the day to day overseeing of the facilities
- Working alongside Senior Management, assisting with their duties including quotes, liaising with suppliers plus more
- Assisting the fleet management team with their duties
- Asset tagging equipment on the premises
- Being the first point of contact for visitors/ staff members/ suppliers
- Postage of out- going mail and distribution of incoming mail on a daily basis

What you'll need to succeed

- Previous experience in a similar role
- Very strong communicator
- An extremely organised individual
- Eagerness to learn and develop

What you'll get in return

- Up to \$65000 incl. super

What you need to do now

If you're interested in this role, click 'apply now' to forward an up-to-date copy of your CV, or call us now.

If this job isn't quite right for you but you are looking for a new position, please contact us for a confidential discussion on your career.

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