

Campus Facility Agent

Job description

The facility agent will be responsible to supervise the services that support the core business of the Campus. He will ensure that the Organization has the most suitable working environment for its employees and students and their activities.

Likely main responsibilities will include

- Supervise the performance of the services provider company
 - Building and ground maintenance
 - Timetabling
 - Space Management
 - Cleaning
 - Health & safety
 - Security
 - Landscaping
- Monitor the Cost of operations
- Review the Monthly Billing process
- Follow up the Recovery of billed amount
- Review and Maintain monthly reports

Skills

- The ability to keep accurate records and write clear reports.
- Possession of accounts background.
- Excellent English Oral and written Communication
- Excellent computer skills
- To be approachable and communicate well with people
- The ability to build good relationships with colleagues at all levels
- Demonstrate planning skills.
- Flexibility and decision making skills when changes need to be made
- The ability to make quick, effective decisions- can work under stress
- Have good health and stamina

Required Education & Qualification

- Relevant University degree (Bachelor) as a minimum
- Minimum 5 years experience in similar role in Facility Management within hospitality or Education industries.

Please note that the above tasks are the main responsibilities. Thus, job descriptions are not limited to the above.

Kindly send curriculum vitae to the following email address: recruitment@psuad.ac.ae