

Position Description

Vacancy Title: **Facilities Administrator**

Location:

Reports To: **None**

Objective

Provide day-to-day facilities administration, business support and records management services. Coordinate workplace requests, maintenance work orders, office moves, supplies and payment documentation to support safe, organised and functional premises. Maintain accurate records, monitor service delivery and assist the Facilities Manager with reporting, compliance and service improvements.

Outcomes

Organisational Stakeholders

1. Facilities support and records management delivered accurately and on time

- Maintain accurate client records and databases in accordance with confidentiality, document retention and access requirements. Coordinate scheduled archiving and authorised destruction of physical records.
- Administer daily records management activities within agreed service levels, including service tracking and invoice reconciliation.
- Coordinate stationery, paper, mail, courier services and workplace supplies. Arrange repairs and maintenance through approved service providers.
- Support office moves and new employee workstation arrangements. Coordinate furniture, equipment, keys, lockers, nameplates, telephone and IT service requests, and ergonomic assessments with the relevant personnel.
- Communicate workplace procedures and follow up outstanding requests with employees, contractors and suppliers.

2. Payment documentation verified and submitted within required timeframes

- Check supplier invoices against purchase orders, approved rates and evidence of completed work or delivered goods. Resolve discrepancies before submitting invoices for approval.
- Prepare payment requests and supporting documents in accordance with financial procedures and delegated authority limits.
- Track payment deadlines, including processing requirements and time differences for overseas payments. Follow up outstanding approvals and payment queries.
- Maintain accurate payment records and provide supporting information for expenditure reports, reconciliations and accruals.

3. Administrative and facilities requests coordinated to agreed service standards

- Respond to telephone enquiries, correspondence and workplace service requests. Manage meeting room bookings, incoming mail, scanning, copying and filing.
- Arrange meeting and travel logistics as required. Prepare local purchase orders and maintain petty cash documentation where assigned.
- Raise and monitor work orders in Corrigo or the approved facilities management system. Coordinate service provider attendance, update requestors and confirm completion against agreed service standards.
- Maintain facilities databases, asset information and service records. Prepare routine reports on outstanding work orders, service performance and expenditure.
- Monitor workplace condition and arrange cleaning, repairs or other corrective action through approved providers. Identify practical opportunities to reduce unnecessary expenditure and improve service delivery.

4. Facilities activities supported by compliant procedures and accurate records

- Follow applicable workplace, financial, records management, health and safety, and client procedures.
- Maintain service, inspection and compliance documentation. Monitor due dates and refer outstanding requirements to the Facilities Manager.
- Report hazards, incidents, service failures and procedural breaches promptly. Track assigned corrective actions through to completion.
- Support audits and inspections by providing accurate records and coordinating requested follow-up actions.

5. Organisational values reflected in workplace conduct and service delivery

- Work cooperatively with colleagues, clients, contractors and suppliers. Complete assigned responsibilities independently within agreed priorities and authority limits.
- Provide professional, respectful and responsive service. Protect confidential information and maintain accurate, honest records.
- Contribute to a productive workplace through clear communication, reliable follow-up and responsible use of resources.
- Follow safe work practices and support workplace health, safety and environmental requirements.

Responsibilities - Key Competencies

Competence	Description
Business	
Risk Management	Analyse and manage risk.

Competence	Description
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Information Analysis	Make informed decisions by collecting and interpreting data and information
Documentation	Communicate using formal business writing.
Communication	Exchange information through verbal communication

Customer

Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Quality Focus	Deliver quality.
Organisational Values	Display the organisation's image and value standards.

People

Team Orientation	Work in a team towards a common aim.
Problem Solving	Develop practical solutions to a situation.
Innovation	Use original and creative thinking to make improvements and/or develop and initiate new approaches.

Professional

Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Financial Application	Apply financial principles and practices.
Technology Application	Apply technology.

Operational

Stock Control	Acquire and monitor stock to meet business needs
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Qualifications

Qualification	Discipline	Notes
Desirable		
Degree	Administration, Business and Management	

Work Knowledge and Experience

Minimum three years of experience in facilities administration, office administration, property support or a comparable role. Experience supporting multiple locations or regional operations is desirable.

Practical knowledge of facilities service coordination, maintenance work orders, supplier follow-up and workplace support processes.

Working knowledge of purchasing, invoice verification, payment processing, petty cash and accrual documentation. Familiarity with payroll administration where assigned.

Experience maintaining records, databases and confidential information, including document retention and authorised disposal procedures.

Experience supporting audits, preparing routine reports and maintaining evidence of completed work.

Proficiency in Microsoft Office, accurate data entry and basic data analysis. Experience using Corrigo or a comparable work order system is desirable.

Ability to organise competing priorities, meet deadlines and communicate effectively with people from different professional and cultural backgrounds.

Understanding of workplace health and safety procedures, hazard reporting and contractor access requirements.

Requirements

Regulatory Compliance Requirements

Police Clearance

Other Required Statements

No other required statements found.

Interactions

Type	Interaction	Comments
Internal		
	Customers	
External		

Type	Interaction	Comments
	Suppliers	

Attributes

Behavioural Styles

Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Integrity	Adherence to moral and ethical principles; soundness of moral character; honesty.
Reliable	Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work.

Interpersonal Styles

Team Oriented	Enjoys being with others as part of a group or team.
Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.

Thinking Styles

Initiative	Takes action and makes decisions without the help or advice of other people.
Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Numerate	Shows abilities in quantitative thought and expression.

How To Apply

Contact for Enquiries

Contact Name: Elizabeth Cama

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Closing Date: 13 Sep 2026