

JOB DETAILS

Job Title	Location
Maintenance Admin	Dubai Developments
Department	Direct Reports
Facility Management	Head of Facilities Management
Reports to	Date Prepared
None	7th Sept 2021

JOB SUMMARY

- Provide administrative support to ensure efficient operation of the office.
- Supports managers and employees through a variety of tasks related to organization and communication.
- Responsible for confidential and time sensitive material. Familiar with a variety of the field's concepts, practices, and procedures.
- Ability to effectively communicate via phone and email ensuring that all administrative assistant duties are completed accurately and delivered with high quality and in a timely manner.

DUTIES AND RESPONSIBILITIES

- Exhibit polite and professional communication via e-mail, phone and written inquiries.
- Provide administrative support to ensure efficient operation of office.
- Prepare correspondence/ memos/ letter forms.
- Prepare management reports i.e., weekly, monthly and quarterly reports.
- Prepare/draft FM Department's Annual Budget.
- Schedule and set up meetings, events and projects.
- Proactively communicate on behalf of the Facilities Management Department.
- Assist the Head of Facilities Management by handling administrative tasks needed in the work.
- Support team by performing tasks related to organization e.g., staff requests.
- Provide information by answering questions and requests.
- Research and create presentations.
- Assist in updating the FM Portal.
- Create and update organizational chart/structures, zoning chart, staff contact list, building portfolio, Gantt chart scheduled projects, escalation matrix and process flows.
- Carryout administrative duties such as filing, typing, copying, binding and scanning.
- Maintain computer and manual filing system.
- Handle sensitive information in a confidential manner.

- Take accurate minutes of meetings.
- Coordinate office procedures.
- Develop and update administrative systems to make them more efficient.
- Contribute to team effort by accomplishing related results as needed.

SKILLS/SPECIFICATIONS

- Strong administrative skills, organizational and planning skills.
- Good communication skills both written and verbal.
- Excellent interpersonal skills.
- Managing processes.
- Analyzing information.
- Problem Solving.
- Time Management.
- Strategic Planning.
- Resourceful, detail-oriented, accurate and anticipate needs.

EXPERIENCE AND QUALIFICATIONS

Education and Experience	<ul style="list-style-type: none">• Bachelor's degree in administration with 2 to 3 years' experience in Facilities Management industry.
Technical Qualifications	<ul style="list-style-type: none">• Computer literate i.e., Adobe Acrobat, MS Office application (Microsoft Word, Excel, PowerPoint and Visio)