



JOB DESCRIPTION

PROPERTY ADMINISTRATION ASSOCIATE	
DEPARTMENT: ADMINISTRATIVE SUPPORT SERVICES	REPORTS TO: ASSD Manager
SECTION: GENERAL SERVICES	Procurement and General Services Supervisor
JOB OBJECTIVES: To ensure the proper coordination and management of all maintenance activities of the organization and ensures that the same complies strictly with standard requirements as specified by the Management	
SPECIFIC DUTIES AND RESPONSIBILITIES: <ol style="list-style-type: none">1. Ensures that the facility is opened, secure, and locked as required;2. Inspects company facilities to ensure that they are clean and properly maintained;3. Ensures that office equipment, furniture, and fixtures are kept and maintained in working order and good condition;4. Regularly checks drains, electrical, and plumbing systems to see if they are working properly.5. Receives repair and maintenance requests;6. Notifies managers regarding the need for repairs, supplies, or additions needed for efficient building operations;7. Facilitates and monitors the repair and replacement of light, water, and other utility fixtures, equipment and facilities;8. Ensures that air conditioning units are regularly maintained, walkways and driveways are cleaned and washed, and general upkeep of plants and buildings is maintained;9. Ensures plant shrubs, trees, and grounds are pruned, cut, and properly watered and maintained.;10. Ensures that custodial service is provided throughout the company's facilities to ensure floors and public areas are cleaned and sanitized for the safety of customers, employees, and other stakeholders;11. Inspects, liaises, works with, and monitors work done by electricians, plumbers, air conditioning crew, grounds crew, carpenters, and the like and ensures that safety	

guidelines and policies are properly implemented and followed;

12. Creates a database of job orders, maintenance requests, and services for proper monitoring;
13. Maintains an open line of communication with co-workers, supervisors, and managers of the different departments for the maintenance of furniture, equipment and supplies, in respective departments and sections;
14. Performs administrative functions on keeping accurate records and agreements documents, and preparation of periodic reports.
15. Performs other tasks that may be assigned from time to time;
16. Performs other tasks inherent to the position.

JOB SPECIFICATIONS/QUALIFICATIONS:

Education : Graduate of a 4-year College Course; preferably In Business Management or related course.

Experience : At least two (2) years of related experience in facility maintenance and administrative services.

Competencies : Basic:

- Communication
- Time management skills
- Results orientation
- Initiative
- Adaptability and Flexibility
- Attention to detail and high level of accuracy
- Honesty and Trustworthiness

Functional:

- Planning and organizing skills
- Interpersonal skills
- Analytical and problem-solving skills
- Knowledge of database software, email systems, and office software.
- Knowledge of occupational hazards safety rules

WORKING CONDITIONS and PHYSICAL DEMANDS:

An eight-hour duty in a well-ventilated office that requires the use of computer, telephone and other office equipment. Lifting and moving of supplies may be required. The position may entail local travel for work-related activities.