

Facilities Management / Lakeside Garage

Administrative Assistant – Full-time (7:30 AM – 4:00 PM)

Summary of Duties:

Provide administrative support to the Vice President of Facilities Management. Responsibilities include, but are not limited to:

- Monitoring of and responding to FMD emails
- Daily monitoring of FMD Computerized Maintenance Management System including:
 - Creating, assigning and scheduling work orders
 - Facility data input
- Tracking and renewal of facility contracts
- Maintaining building drawings
- Ordering office supplies
- Placing related orders for FMD
- Receiving and entering payroll hours
- Monitoring time off for staff
- Vendor relationships related to repairs and scheduling preventative maintenance
- General administrative duties (faxing, copying, file maintenance, scheduling meetings, etc.)

Provide administrative support to the General Manager of Lakeside Garage including, but not limited to:

- Answer phones
- Greet customers
- Assess customer needs and relay information accurately
- Contact customers with questions on service work
- Maintain service appointment schedule
- Reporting and data for state audits
- File state inspection and emissions paperwork
- Update group spreadsheets with current data
- Oversee office procedures

Qualifications and Requirements:

3 to 5 years of experience in an office setting in an administrative support role

Proficient in MS Word, Excel, Outlook and PowerPoint

Experience with accounting or bookkeeping

Excellent customer service skills

Able to work as part of a team or independently while managing multiple tasks

Excellent written, verbal and keyboard skills

Willingness to learn and master specialized Computerized Maintenance Management System