



## Facilities officer

Hays • Melbourne CBD VIC



Base pay

\$65,000 - \$70,000



Work type

Permanent



Contract type

Not provided

### Perks

Training

### Skills

STRONG WORK ETHIC

### Full job description

#### Your new company

You will be working in a well-known and trusted company, located in Melbourne CBD. You will be part of a talented and friendly team, providing strong skills in customer service.

#### Your new role

- Manage repairs and maintenance of office assets and equipment.
- Security reception responsibilities of the initial screening of visitors and providing a high standard of customer service with both internal and external clients.
- Address all access control issues, security passes and access points.
- Timely and accurate receipt and delivery (on and off-site) of incoming, outgoing sensitive documentation, correspondence and office supplies.
- Facilitating the arrangement of office accommodation including furniture. This may require heavy lifting occasionally, where required.

#### What you'll need to succeed

- Previous experience in a similar role
- Excellent communication skills and a positive demeanour

### Job details



Date posted

**21 Apr 2022**



Expiring date

**21 Apr 2023**



Category

**Property & Real Estate**



Occupation

**Body Corporate & Facilities Management**



Base pay

**\$65,000 - \$70,000**



Work type

**Permanent**



Job mode

**Standard business hours**



Work Authorisation

**Australian citizen / Permanent resident**

- Polished presentation
- Strong and reliable work ethic
- Problem solving skills

**What you'll get in return**

- Great working environment
- Excellent salary
- Training provided
- Career growth opportunity
- Full time corporate hours

**What you need to do now**

If you're interested in this role, click 'apply now' to forward an up-to-date copy of your CV, or call us now.

If this job isn't quite right for you but you are looking for a new position, please contact us for a confidential discussion on your career.

**LHS 297508 #2641877**