

Administration/Facility Executive Officer

Job Description

Role Summary	To assist the Director of Administration in school administrative matters and campus facility management.
Main Accountabilities	<ul style="list-style-type: none"> ▪ Provide support in passing/translating information/requests between the requisitioners (e.g. staff, students, visitors, contractors and consultants etc) and the maintenance team for the day-to-day school operation, student activities, special events, maintenance works or building projects. ▪ Tour contractors/visitors/guests around campus, as required. ▪ Monitor and report the work safety of the contractors and/or maintenance staff to avoid any possible accidents to themselves and/or any other persons. ▪ Ensure that any worksite on campus and campus facilities are kept clean, tidy in order to minimise risks to the health and safety of those using the school site and to ensure the activities of the school can take place in a safe and secure environment suited to teaching and learning. Site check/walk is expected to record any findings, and submit it to the Director of Administration on a daily basis. ▪ Paperwork handling for the maintenance team including completing Material Request Forms, fixed assets and related inventory forms and documentations. ▪ Data entry and administrative support for the maintenance team e.g. budget data inputs, annual leave / special leave data entry for the maintenance team. ▪ Work under the supervision of the Director of Administration in preparation of contracts, quotations, tenders, reports, applications and any other administrative documentations etc. ▪ Any other duties – perform any other duties as assigned by the Director of Administration and/or the Principal
Typical reporting relationship	Director of Administration
Development / Training to support role competencies	<p><u>Development activities</u> To be negotiated as part of the performance management process.</p> <p><u>Relevant courses</u> To be negotiated as part of the performance management plan.</p>

Administration/Facility Executive Officer Job Specification

Minimum typical education	University graduate
Minimum typical experience	Experience in administrative matters, preferably in school campus management.
Core Professional / Technical competencies required	<p><u>Abilities</u></p> <p>Ability to use initiative and take responsibility for tasks.</p> <p>Ability to work effectively, efficiently and cooperatively within an organisation.</p> <p>Good command of written and spoken English and Chinese.</p> <p>Proficiency in MS Office, Excel, Powerpoint.</p> <p><u>Knowledge</u></p> <p>Background and sound knowledge on administrative matters.</p> <p>Hands-on experience at school setting preferred.</p>
Core Soft / Transferable Competencies required	<ul style="list-style-type: none"> ◆ Engaging and confident personality. ◆ Proactive and can-do mindset. ◆ Results driven and delivery focused. ◆ Excellent time management, organizational and prioritization skills with the ability to juggle a wide range of competing demands and deliver to deadlines.