

## JOB DESCRIPTION

**Position: FACILITY OFFICER**

**Job Grade: A2**

**Report to:**

The Facility Officer will report to Facility Manager

**Job overview:**

The Facility Officer is responsible for:

- Assist the Line Manager in running general administrative functions including office management, reporting, statistics follow up and monitor internal and external procedure documentary.
- Synthesis of reporting from other department, check and ensure the effective functioning operations.

**Responsibility:**

**1. Building Management**

Handover of furniture and classroom / office keys to teachers / staff. Note when relocating the property from the original location.

Check material facilities every day, ensure the building is neat, clean and safe.

Periodic inspection of hygiene quality and security work.

Coordinate with technical department, work and supervise contractors in interior repairs.

**2. Vehicles and Drivers Management**

Arrange work schedules for school bus drivers.

Monitor the status of the vehicle, ensure that the school bus will be full of logos and equipment (first aid box, fire extinguisher, safety belt ...)

Make reports on vehicle costs.

**3. Transportation Arrangement for school events**

Receive and process booking requests from staff / teachers

**4. Transportation services for students (support for Admissions Dept. when they need)**

Management and evaluation of transportation services for students.

Propose solutions to improve bus services.

Organize training for bus assistants and bus drivers.

**5. Fire protection work**

Develop and update Fire Safety System records of school campus.

Annual organization of Fire Safety System of the school campus.

**6. Check and supervise the performance results of the departments,**

Coordinate the parts to administer the building activities when the Facility Manager supports in other projects (if any)

**7. And other tasks assigned by Line Manager.**

**Requirement:**

**Education:**

Bachelor

**Experience:**

At least two-year experience at similar role, experience in International School(s) preferred

**Skills:**

- Teamwork
- Good Communication skills in both Vietnamese and English
- Record keeping / Drafting of documents / Translation
- Microsoft Office

**Personalities:**

- Hard-working
- Reliable and trustworthy
- Responsible
- Sociable with colleagues

**Other requirement:**

- Understand the Company's safety / security regulations and procedures

Job Holder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Direct Manager's  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Senior Group Manager –  
HR & Admin's Signature: \_\_\_\_\_ Date: \_\_\_\_\_