

Facilities Administrative Assistant

The Administrative Assistant position, supporting the Facilities organization, will assist supporting a combined total of 150,000 Sq Ft of office and warehouse space. This position will be responsible for receiving, controlling, assigning, or completing facility service requests. This will include gaining assistance of Ceridian staff, outside contractors or property management engineers, while working within guidelines established by Property Owner, Ceridian Business Units, ADA and City Code requirements. The Administrative Assistant will act as a single point of contact in the scheduling of inter and intra department employee relocations and will be responsible for key issuance and floor plan modifications. The role will assist in establishing office policies, coordinating special projects (e.g. appearance surveys for plants, carpet, signage and paint programs which includes establishing a scope of work, conducting job walks, analyzing bids and the scheduling, successful completion of services and payment of obligations.) This role will also act as a primary liaison with on site Property Manager to coordinate and announce required services and maintenance, while ensuring minimal disruption to business practices and peak processing periods. The responsibilities also include maintenance of records and action items; completing reports and department status information on production, labor, training and costs; tracking volumes and actions related to resolution of outstanding service requests; analyzing the data for cost-effectiveness and to achieve service request response in accordance with Service Level Agreements; documenting all desk and site procedures, ensuring accurate and thorough announcements and communication to all site employees; and maintenance of critical informational contact logs relative to vendors, staff and agencies. The Facilities Administrative role will also assist other staff members in general administrative tasks such as copying, filing or data entry or as assigned by manager; and act as back up to other staff's critical responsibilities.

Qualifications:

3-5 years of administrative experience with a focus on Facilities or Property Management in a fast paced team environment. Knowledge of basic trade and maintenance standards in evaluating solutions, outside contractor performance and costs for appearance surveys and projects is desirable. Ability to read and interpret floor plans and layouts. Strong problem solving and analysis skill to organize and coordinate many tasks with internal and external team members and for multiple projects or simultaneous initiatives. Self directed to work effectively with little supervision. Ability to identify, gather and research issues and escalate financial and service level gaps to management. Experience negotiating with superior customer service skills and project planning in an office or professional environment. Ability to effectively communicate verbally internally and externally and to document practices for use by department, site employees, outside sources and management. Strong PC based Skills. Microsoft Office, Word and Excel at intermediate levels in order to document and report statistics. Exposure to PowerPoint, Access, Security or Facility Management tools a plus. Exposure to mechanical building systems such as HVAC, electrical, plumbing in order to research failures and develop solutions, and construction or mechanical drawing knowledge is a plus.

Please apply online at the Career section of www.ceridian.com under job ID # 11332.

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