

For Corporate HR Use ONLY	
Job Code	4038
Salary Grade	
EEO Code	
WC Code	

Job Description Form

Title:	Assistant Facility Manager
Location/Dept:	Allentown, PA and Vicinity
Reports To:	Portfolio Manager
Date:	September 7, 2011
Job Summary:	
Responsible for supporting the Portfolio Manager's efforts in the day-to-day implementation of those policies, procedures and programs that will assure a well managed, well maintained building, placing maximum emphasis on positive response to the concerns and needs of the tenants, environmental health and safety, and quality programs, in coordination and conjunction with the Owner's goals and objectives.	
Essential Job Duties:	
1.	Supports the Portfolio Manager in the day-to-day operational management of all aspects of the property to assure maintenance of approved quality standards.
2.	Acts as liaison to the Landlord or Property Manager in the preparation and coordination of fire, life safety and other safety programs. Ensures that GEMS policies and procedures are followed.
3.	Assists the Portfolio Manager in the preparation and coordination of all maintenance programs relating to interior and exterior conditions and appearance of the properties.
4.	Support the Facility Manager to assure full compliance with standards established within the service agreement.
5.	Participates in the selection of contract services, vendor negotiation of service agreements. Oversees day-to-day vendor performance to assure full compliance with standards established within the service agreement.
6.	Works with staff in the planning and organization of internal and building to building moves. Involved with the selection of movers and other necessary specialty trade contractors/vendors. Liaison to various in-house support groups for moves.
7.	Coordinates with staff to ensure timely completion of work order requests.
8.	Assist and support the Portfolio Manager on the day-to-day financial management of the property and maintenance of financial records and files, as needed. Assist with preparation of the budget, financial reviews and monthly management reports.
9.	Responsible for the positive and prompt response to requests from building tenants and client. Continues ongoing communications with the Owner Representative to ensure needs are being met.

10.

Other Job Functions:

1. On-call 24/7 to respond to property events, emergencies or incidents
2. May review leases to ensure compliance with lease provisions.
3. Actively participate in the development and management of the account

Skills, Education And Experience:

Bachelor's Degree or equivalent experience
 Minimum of 3-5 years of real estate/facility coordination or management experience required.
 Strong computer, writing and communication skills.
 Proven analytical abilities.
 FMP, CFM, FMA or other IFMA/BOMA designations a plus

May perform other duties as assigned.

Physical Requirements	Rarely (0-12%)	Occasionally (12-33%)	Frequently (34-66%)	Regularly (67-100%)
Seeing: Must be able to read reports and use computer				X
Hearing: Must be able to hear well enough to communicate with co-workers				X
Standing / Walking			X	
Climbing / Stooping / Kneeling		X		
Lifting / Pulling / Pushing		X		
Fingering / Grasping / Feeling: Must be able to write, type and use phone system				X

Working Conditions: Normal working conditions with the absence of disagreeable elements.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified.

Contact:



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