

Company Name

Street Address
Your City, ST ZIP

YOUR LOGO

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YOUR PLACE IN THE COMPANY: **Facilities Manager**

YOUR LEADER: VP-ADMINISTRATION

WHO YOU LEAD, TEACH AND SUPPORT: General Services, Facilities Services

HOW YOU HELP THE COMPANY SUCCEED: Provide support related to office supplies procurement and maintenance, recordkeeping and housekeeping.

MAIN RESULTS EXPECTED FROM YOU:

- Ensure that all office supplies used in the normal course of business are available in the office.
- Ensure that the offices, especially the customer-facing areas, are clean, tidy, and representative of the company.
- Be able to source unusual items which may be needed by other members of the team.

MAIN WORK YOU DO:

- Check inventory of housekeeping items no less than weekly and procure necessary items.
- Check inventory of office supplies no less than weekly and procure necessary office supplies...
- Vacuum and dust, or cause to be vacuumed and dusted, all customer-facing areas of the company office space, including the entry areas and all offices no less than weekly.

The information above represents the **minimum** expectations for this position.

Please feel free to exceed those expectations.