# PROPERTY/FACILITIES MANAGER

When hiring a new employee it is important to provide them with a position description outlining, among other things, the tasks the employee will be required to undertake and the skills and knowledge needed to perform the role.

The following template may assist employers in developing a position description. The template can be easily modified to meet the requirements of the business. Be advised that information contained in this template is general in nature. If you are unsure about how best to write a position description that is suited to your workplace, please call the Workplace Relations Advice Line on (03) 8662 5222.

## Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our experienced workplace relations consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. The consultants can, among other things, provide training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Workplace Relations Advice Line on (03) 8662 5222.

Disclaimer

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## POSITION DETAILS

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| --- | --- |
| Position Title: | Property/Facilities Manager |
| Job Type: | Permanent full-time |
| Hours of Work: | 38 hours per week, Monday to Friday. |
| Reports to: | Office Manager |
| Award: | *A number of awards may be applicable, please call the Victorian Chamber* |
| Date of Appointment: |  |

## POSITION REQUIREMENTS

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| --- | --- |
| 1.Main Duties | ***Outline the key duties and responsibilities of the role.***  For example:   * Effectively manage all activities relating to the property and facilities of ***[insert company name].*** * Management of a large portfolio of property agreements. * Management of payments to lessees and management of their requests. * Organise minor works of property in a broad regional area. * Build and maintain effective relationships with local suppliers. * Manage access to properties. * Actively participate in the Annual Performance Review process. * Observe and practice the ***[insert company name]*** OHS and Quality policy, guidelines and procedures. |
| 2. Qualifications | ***What qualifications are required for the role?***  For example:  Diploma/Degree in Business |
| 3. Skills | ***List the skills needed for the job.***  For example:   * Understanding and knowledge of relevant OHS regulations and legislation * Experience in management of assets and facilities |

Employee Signature: Date:

Employer Signature: Date: