



FACILITIES COORDINATOR

We are looking for a Port Moresby-based candidate with 2–3 years of job experience in facilities management to join our Facilities Team. This role reports to the Facilities Manager and is responsible for ensuring that all business facilities are maintained to the highest standards. Key responsibilities include overseeing the day-to-day operations of the facilities, ensuring compliance with relevant health, safety, and environmental regulations, and coordinating the maintenance of company buildings and equipment. The role also involves assessing the efficiency of facility management processes, managing vendor relationships, and ensuring that facilities meet the company's operational needs and compliance requirements at all times.

This job offers a competitive remuneration and benefits for the ideal candidate.

Roles and responsibilities include:

- Oversee the daily operational plans- maintenance, fleet, amenities, contractors' services
- Managing the Lease requirements from start to end on Office Rentals, Staff Accommodation and New Fleet procurement
- Managing Team projects as needed
- OHSE for Team & Contractors on sites
- Managing soft and hard copy files of all needs of the Team
- Managing Fleet Fuel Cards records – PUMA / TOTAL
- Follow through on PO/Payments needs internally and externally
- Communicating with internal and external stakeholders
- Managing Business Trading Licenses (Branch) and Lands/ PPL / Water PNG annual/monthly payments are done timely
- Managing Records of Fleet Lease and MV Claims Records

Key requirements, qualifications and skills needed for the role are:

- Degree or Diploma in Business Administration or a related field
- 2–3 years of experience in facilities management, building maintenance, or a related role
- Work with little supervision
- Excellent report writing skills
- Experience overseeing daily operations, maintenance, fleet, and contractor services.
- Familiarity with office rentals, staff accommodation, and fleet procurement.

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- Excellent communication skills for liaising with internal and external stakeholders.
- Proficient in Microsoft Office
- Valid driver's license preferred

How to Apply

Please provide to us a resume, referees from your former employers, a valid police clearance certificate and a cover letter addressing the above key criteria and your motivation to pursue an opportunity that may lead to a rewarding career. Applications can be addressed to:

The Recruitment Officer
 Remington Group
 PO Box 101
 Port Moresby
 National Capital District

We encourage emailed applications to be sent to hr@remington.com.pg with the position you are applying for and your official name as the subject. *E.g., Facilities Coordinator Application - June Dirky*

Application deadline is on **1st December, 2024**. Due to the overwhelming number of applications, we receive daily, only shortlisted applicants will be contacted for an interview.

The Remington Group has a non-ageist policy and we are an equal opportunity employer.

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