Sample Document for Help Wanted Ad

The following general format should be considered when developing a “help wanted” ad for the IFMA Houston web site. Providing as much information as possible about the job opportunity, experience requirements, and the skills required can help find the best candidate in the shortest period of time.

Try to address each of the **BLUE** labeled categories listed below. We have provided sample text to help you develop your own information.

NOTE: Submit the ad to TWest@BAQ1.com in PDF if possible. If that is not possible then please provide the information in MSWord format and we will create the PDF on your behalf.

**COMPANY LOGO**
Consider placing your ad on company stationery or otherwise including a copy of your company logo on any ad placement.

**JOB TITLE**

**FACILITIES COORDINATOR or**
**MANAGER, FACILITIES SERVICES**

**SUMMARY DESCRIPTION**
Under general supervision, provides facilities support to over ___ employees at the Corporate office. Functions as the primary liaison to the Property Management staff and contractors for routine facility management issues.

or

_______________ (company) is searching for a Facilities Services Department Manager. Duties include client relations, departmental budgeting, writing specifications for and bidding projects, monthly reporting and managing a department consisting of up to twenty people.

**PRIMARY DUTIES/RESPONSIBILITIES**

1. Supervises the receptionist and kitchen attendant, including delegating work, establishing priorities and deadlines, coaching and evaluating performance, hiring and handling performance related issues.

2. Manages incoming requests for facilities and maintenance services and responds to requests on a priority basis. Handles general oversight of the Facilities Desk Operations.

3. Serves as primary contact to outside vendors for equipment and maintenance related issues. Directs the activities of vendors and/or contractors engaged in maintaining and repairing systems. Contacts appropriate personnel when maintenance is required.

4. Administers security and building access cards for employees and contractors.

5. … additional duties as necessary
WORK EXPERIENCE
A minimum of three years of experience in a Facilities related role is required. Supervisory experience is strongly preferred.

or

The ideal candidate will have ___ plus years of experience implementing Facilities Management activities in a large corporate environment. Experience with multiple service activities centered on Facilities Management, Project Management, Relocation Services and Telecommunications is required.

SKILLS
• Interpersonal skills necessary to effectively communicate with a variety of individuals, including outside vendors.

• Must demonstrate understanding of Corporate Services’ technical equipment, facilities guidelines/procedures, and business administration.

• Must have the ability to appropriately handle sensitive or confidential information.

• Must be able to prioritize work, meet deadlines and concentrate on detail in a fast-paced work environment.

• The candidate should also possess a (minimum/intermediate/advanced) knowledge of ________ facility management software, ____________ computer aided drafting software, Microsoft Word, Excel and Project Manager. Experience with Lotus Notes is a plus.

EDUCATION/TRAINING
A Bachelor’s degree or equivalent years of direct experience required.

WORKING CONDITIONS
Normal office environment. There is a high volume of noise when receiving incoming telephone calls. The ability to lift, carry and push weight up to 25 pounds, and ability to walk stairwells is required. Frequent sitting, standing and walking is also required. Typically will sit at a workstation sixty percent of the work time.

TO REPLY
Please mail resume and cover letter by _________ 6, 2004 to:

Human Resources
________________ (company)
________________ (address)
____________City, State, Zip
________________ (Phone number)
________________ (Fax number)
________________ (Email address as appropriate)