



## FACILITIES OFFICER

This role is primarily responsible for planned and reactive maintenance as well as Work, Health & Safety of multi-sited facilities in Sydney.

- Manage a portfolio of properties
- Permanent Full-Time opportunity
- NFP Salary Sacrificing available

An opportunity now exists for a self-starting Facilities Officer with Work Health Safety experience to join our dedicated and purpose driven team.

### DUTIES INCLUDE:

- Coordinate and manage a portfolio of properties
- Prepare maintenance plans for properties and adhere to those plans
- Prepare scope of works and manage estimation, quoting and delivery for building and site projects
- Respond in a timely manner to reactive maintenance issues
- Investigate and propose suitable sites for office rental, and negotiate leasing arrangements
- Be responsible for WHS plans and training
- Negotiate and liaise with external providers
- Reporting to management
- Responsible for budgets and tracking of costs

### SELECTION CRITERIA:

- Diploma of Facilities Management or equivalent qualification
- Work, Health and Safety training
- At least 5 years' experience in a multi sited property environment including dormitory style residential sites
- Demonstrated knowledge of project management
- Experience working with strata managers and knowledge of Strata law in NSW
- Knowledge of Work, Health and Safety Legislation
- Well developed oral and written skills, including report writing and on-time delivery
- Commitment to the Odyssey House NSW Mission and Values, WHS, EEO and continuous quality improvement
- Hold a current NSW Driver's License
- Hold or have the ability to obtain a current Criminal History Check and Working With Children clearance
- High level skills using MS office suite
- Unlimited right to work and live in Australia.
- Working in the NFP sector is desirable

### ABOUT US:

Odyssey House NSW is a not for profit, multi-site organisation that offers a diverse range of residential and community services for those impacted by the complexities of alcohol and other drug dependency.

The Odyssey House NSW teams are made up of experienced, skilled and motivated professionals who understand the challenges that may be impacting the life and health of individuals, their families, friends and the wider community due to alcohol and other drug dependency.

If you are interested in this role, meet the above criteria and believe you are a great fit for our organisation, apply as per below.

*Only shortlisted applicants will be contacted. No Agencies please.*

### To apply:

- Include an updated copy of your Resume
- Address the Essential Criteria briefly in a Cover Letter to Lyn Mackenzie (HR36)
- Email your application to [Lyn.Mackenzie@OdysseyHouse.com.au](mailto:Lyn.Mackenzie@OdysseyHouse.com.au)

Odyssey House NSW  
[www.odysseyhouse.com.au](http://www.odysseyhouse.com.au)



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