

Facilities Administrator

Douglas, Isle of Man | 12-Month Fixed-Term | Full-time

We're looking for a **Facilities Administrator** to support the Facilities Services team in ensuring the smooth running of our buildings, services, and systems across The Campus. The role includes coordinating maintenance, managing documentation, supporting compliance, and acting as a key point of contact for facilities queries and requests.

The successful candidate will also provide reception cover when required, maintaining a professional front-of-house experience. Working closely with the Operations Manager and the wider facilities team, they will help ensure services are delivered accurately and in line with Apricot's standards and policies.

Key Responsibilities:

- Coordinate planned and reactive maintenance, including contractor liaison, CAFM/CAAM updates, and permits/RAMS management
- Act as the first point of contact for facilities queries and service requests, managing tickets through to resolution and monitoring inboxes
- Raise and track purchase orders, process invoices, and support budget reporting and credit card reconciliation
- Produce reports on maintenance, service performance and KPIs
- Maintain accurate, up-to-date facilities documentation, ensuring compliance with review schedules
- Support contractor management, including onboarding and preparation of meeting materials, minutes and follow ups
- Provide client and tenant support, including onboarding/offboarding, access management, and general day-to-day queries (including car parking administration)
- Support compliance, health & safety, asset management, security processes, booking systems, and provide reception cover when required

What you need to succeed:

- 🍷 Strong understanding of facilities administration, including maintenance coordination, procurement, invoicing, and document control
- 🍷 Knowledge of compliance, health & safety requirements (including COSHH), and data protection standards
- 🍷 Awareness of security, access control, supplier management, and front-of-house procedures
- 🍷 Excellent organisational, administrative, and time management skills with high attention to detail
- 🍷 Strong communication and customer service skills, with the ability to liaise effectively with stakeholders at all levels
- 🍷 Proficient in Microsoft Office and familiar with facilities/helpdesk systems; able to produce accurate reports and performance data
- 🍷 Professional, proactive, and reliable approach, with a collaborative mindset and a strong focus on delivering excellent service

Does this sound like you?

Send your CV to

recruitment@apricot.co.im

