JOB DESCRIPTION
Facilities Admin Co-Ordinator

SITE:	**The O2 Belfast**
LOCATION:	**Queen's Quay, Belfast, BT3 9QQ**
RESPONSIBLE TO:	**Facilities Manager**
TERMS:	**37.5 hours per week, some flexibility is required due to the nature of the role.**
DATE:	**December 2026**

OVERALL PURPOSE OF THE JOB:
This is an exciting opportunity to be part of the Site Wide Facilities Team, providing support to a busy maintenance team. This post will work closely with teams and contractors throughout The O2 Belfast site, while organising administrative duties to ensure the smooth running of a busy department. You will promote a professional image of the company and be knowledgeable about the company and experience we provide.

Odyssey Core Values
The company is committed to the core ideology of BEET, Best Experience Every Time for customers, colleagues and stakeholders. The principles below are expected from all colleagues, to support outstanding customer service.

BEET Values	Behaviours	What it means
Be All In	How we perform	We commit fully to everything we do. We show up with purpose, with integrity and give our best effort. We do the right thing, even when nobody is watching
Every Moment Matters	How we treat each other	Every interaction counts, with our colleagues, customers and our partners. We listen, we respect and we make every person feel valued.
Exceed Yesterday	How we develop	We take pride in doing the fundamentals well, then push further, exploring new ideas and innovations to keep improving, as individuals and as an organisation.
Together We're Stronger	How we collaborate	We succeed more as a collective than we ever could alone. We trust each other, communicate openly and celebrate our wins because we achieved them together.

MAIN DUTIES

- Reporting to the Senior Facilities Manager the candidate will be responsible for the daily updating on the SharePoint system.
- Arranging PPM work schedules monthly to be undertaken for all site wide contractors.
- Compiling contractors, engineers report for various ppm tasks.
- Support and maintain the Facilities CAFM system with daily updating duties.
- Carrying out a range of administrative duties to support the Site Wide Facilities team including, processing purchase orders, keeping records, scheduling, photocopying, filing, excel and stock ordering.
- Providing the support function to the Facilities Managers within the team daily.
- Set up pf new suppliers accounts for the facilities team.
- Ensuring all contractors SLA agreements, contracts and insurances are in place annually,

for the facilities team.

- Any other reasonable duties as requested by your Line Manager

All OTC staff are expected to:

- Maintain excellent working relationships with other staff and volunteers.
- Ensure the delivery of BEET to all our customers and be committed to the Odyssey ethos and objectives.
- Be committed to and work in accordance with our Safeguarding, Health & Safety, Equality and other established policies and procedures.
- Be flexible undertake such other duties that may be required including occasionally working evenings, weekends and public holidays, if required.

SELECTION CRITERIA

Essential Criteria

- A minimum of 1 years' experience within an administrative role.
- Extensive use of Microsoft Office including word and excel
- Collating reports from a database system.
- Strong organisational skills for self-delivery and attention to detail.
- Excellent written & verbal communication skills.
- Flexible approach to the needs of a fast-paced department.

Desirable Criteria

- Knowledge of accounts processes and procedures
- A minimum of 1 years' experience within a facilities management environment or similar business role.
- Experience in using a CAFM system.
- Experience in raising purchase order numbers.

Salary Circa £25,000

Benefits

The Odyssey has a range of benefits which it offers to full and part time staff[1].

- Free car parking.
- 33% Discount in the W5 cafe, including coffee and 10% discount in the W5 shop.
- Complimentary tickets to Belfast Giants and friends & family access to W5.
- Holidays commence at 31 days per year rising to 34 [prorata for part time staff.]
- Company paid social events.
- Contributory pension scheme, life assurance and paid sickness benefit.
- A comprehensive health cash plan plus Winter Flu Vaccination Scheme.
- Salary Sacrifice including pensions, holiday and cycle to work schemes.
- Training opportunities.

1 [Some T&Cs and qualifying periods may apply]