JOB DESCRIPTION

**Facilities Team Administrator**

**SITE: Odyssey Group**

**LOCATION: Queen’s Quay, Belfast, BT3 9QQ**

**RESPONSIBLE TO: Facilities Manager**

**TERMS: 37.5 hours per week, flexibility is required due to the nature of the role.**

**DATE: September 2025**

**OVERALL PURPOSE OF THE JOB:**

This is an exciting opportunity to be part of the Site Wide Facilities Team, providing administrative support to a busy maintenance team. This post will work closely with teams and contractors throughout the 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.

The Odyssey Trust group of companies is committed to the core ideology of BEET, Best Experience Every Time for customers, colleagues and stakeholders. These principles will be developed with all to support outstanding customer service. All colleagues are expected to commit to the core values shown below:

|  |  |  |
| --- | --- | --- |
| **Core Value** | **Our Behaviour** | **What it means for our Customers** |
| **Positivity** | Smile, can do, have fun | We will always be helpful, welcoming & enthusiastic |
| **Integrity** | Deliver on our promises | We will be trustworthy & respectful |
| **Commitment** | Go above & beyond | We will go the extra mile |
| **Innovation** | Find new ways to be better | We will always learn & improve |
| **Teamwork** | Together we achieve more | We will work together to put you first |

**MAIN DUTIES**

* Reporting to the Facilities Manager this post holder will be responsible for maintaining a database system (SharePoint), PPM work schedules for contractors and running a range of reports.
* Support and maintain Facilities task logging systems & Facilities database by developing protocols and processing information accurately in a timely fashion.
* Processing a range of reports including costing reports via the accounts & facilities database system.
* 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.
* Supporting facility managers across the team in the purchase order process, liaising with suppliers, tracking and recording deliveries and following good practice financial guidelines.
* Monitor and analyse suppliers pricing and report any fluctuations as necessary, always negotiate pricings with suppliers
* Undertake other financial processes as appropriate such as processing expenses, completing reconciliation reports
* Organize & facilitate meetings for the Facilities Team from booking rooms, providing agendas & minuting meetings when required.
* Any other 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’ relevant experience
* Extensive use of Microsoft Office including word and excel
* Excellent administration skills to include evidence of producing reports
* Confident & proactive with a positive can-do attitude displaying our core values, integrity, commitment, innovation & teamwork.
* High standard of organisational skills
* Ability to work under pressure to meet tight deadlines
* Flexible approach.
* Excellent written & verbal communication skills.

## Desirable Criteria

* Experience of accounts processes and procedures, dealing with purchase orders and following up with suppliers.
* Previous experience working in a facilities / maintenance related field

***Salary***

£24,329 per annum

***Benefits***

The Odyssey Group has a range of benefits which it offers to full and part time staff[[1]](#footnote-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] [↑](#footnote-ref-1)