



## Hispanic Unity of Florida Job Description

**Job Title:** Facilities and Operations Assistant  
**Reports To:** Director of Operations  
**Classification:** Non-Exempt, Full-Time Employee  
**Schedule:** Mondays through Fridays (8:00am-5:00pm) onsite at 5840 Johnson Street and other HUF sites as needed  
Some evenings and weekends may be required.  
**Dated Released:** March 2023

### **Summary:**

The Facilities and Operations Assistant will provide administrative and day-to-day support to the HUF Operations team. This position requires strong organizational, time management and communication skills to ensure that the operations of all HUF facilities are running smoothly and efficiently under the supervision of the Director of Operations.

### **Essential Duties**

- Work closely with the Director of Operations in all aspects of HUF facilities management including, safety, inspections, security, repairs, improvements, cell phones requests, vendor research and expenditures.
- Work with Director of Operations on budget and purchase order tracking
- Maintain and Update Corporate Calendar
  - Assist with scheduling and tracking of all HUF renewals of any important licenses or certificates for HUF.
- Responsible to lead and handle all operational service requests made by staff at any of the three current HUF sites including the ordering, and distribution of all necessary supplies and purchases necessary at all three HUF sites.
- Serve as one of the first responders for facilities emergencies along with HUF maintenance vendor including supporting the completion of appropriate documentation and reports as detailed in the Emergency Action Plan
- Assist the Director of Operations with enforcement of facilities guidelines and procedures.
- Responsible for being the IT lead for the department and following all IT purchasing policies and keeping an accurate inventory of same
- Participate in department and agency events as needed.
- Perform other duties as assigned by Director of Operations

### **Qualifications:**

- A minimum of an associate degree in business or related field. A High school diploma will be considered with a minimum of three years of administrative support or operations experience, good written and verbal communication skills, strong organizational skills, attention to detail, computer proficiency (specifically with Excel) and the ability to work independently. Ability to travel independently with possession of a valid driver license and insurance policy. Bilingual – English/Spanish a plus.

### **Skills:**

- Excellent written and verbal communication skills

- Strong organizational skills and attention to detail
- Strong interpersonal skills.
- Ability to think and work independently as well as part of a team.
- Ability to work within strict time constraints and manage multiple tasks at the same time.
- Proficiency in spreadsheets and databases
- Punctuality, accuracy, and the ability to meet deadlines.
- Ability to multi-task and think critically.
- Proficiency with Microsoft Office Suite

**Additional Requirements:**

- Possession of a valid Florida Driver’s License and insurance
- Availability to work flexible hours including mornings, evenings, weekends as needed.
- Ability to pass a level 2 background check.
- Independent travel and reliable means of transportation

*Hispanic Unity of Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

I have read my job description and understand my responsibilities.

Employee \_\_\_\_\_  
 Print name

Employee \_\_\_\_\_ Date: \_\_\_\_\_  
 Signature

Manager \_\_\_\_\_  
 Print name

Manager \_\_\_\_\_ Date \_\_\_\_\_  
 Signature

“This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.”

Created: December 2022