

Building Management Assistant



Location
Vientiane, Laos



Job level
Bachelor degree

1 position
permanent

Main Job Purpose:

The Building Management Assistant supports the building supervisor in overseeing the daily operations, maintenance, and administration of building and facilities. The role ensures that tenants/occupants receive quality service, contractors perform effectively, and the building remains safe, functional, and compliant with regulations.

Key Responsibilities:

- Assist the building supervisor in coordinating day-to-day building operations and tenant services.
- Assist in supervising service providers, contractors, maintenance personnel and work with team members responsible for car park management and other operational staff to ensure smooth daily operations.
- Assist supervisor to ensure all incidents in the building and car park are promptly recorded and escalated to the appropriate teams.
- Support in managing maintenance schedules, repair works, and inspections of building systems (electrical, plumbing, air conditioning, fire safety, etc.).
- Liaise with tenants, staff, and contractors to address and resolve building-related issues promptly.
- Monitor building security and safety to ensure compliance with our requirements, policies and regulations.
- Assist in recording and documenting related to building maintenance, expenses, and service requests.

- Provide administrative support including handling correspondence, filing, and tracking work orders.
- Support emergency preparedness and response activities in the building.
- Contribute to initiatives that improve building efficiency, tenant satisfaction, and cost savings.
- Support financial tracking by assisting in managing rental income records and preparing relevant reports.
- Promote and advertise available rental spaces within the building to prospective tenants.

Qualifications & Skills:

- Diploma or bachelor's degree in Facilities Management, Building Services, Property Management, or related field (preferred but not always required).
- Good knowledge in building/facilities management or administrative support role.
- Basic understanding of building systems (electrical, mechanical, plumbing, safety).
- Strong organizational and multitasking skills.
- Good communication and interpersonal skills for dealing with tenants and contractors.
- Ability to work independently and as part of a team.

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