



## **FACILITY ADMINISTRATION MANAGER. LLEIDA, SPAIN**

We are seeking a detail-oriented and organized **Facility Administration Manager** to oversee the daily operations of our student campus, which consists of 150 rooms. This role is vital in ensuring a smooth and efficient living environment for our students, guests and in some cases employees while managing relationships with external service providers. You will be responsible for coordinating and administrating campus operations, handling guests' inquiries, and ensuring the highest standards of service delivery.

### **We promise a highly challenging field and wide scope of responsibilities, which will initially cover:**

- Oversee the day-to-day administrative and operational functions of the student campus.
- Manage room allocation, including planning student check-ins and check-outs.
- Maintain accurate records of room occupancy and availability.
- Coordinate with external service providers (cleaning, maintenance, security, etc.) to ensure consistent and high-quality service delivery.
- Monitor and evaluate supplier performance, ensuring compliance with agreed service standards.
- Manage service contracts, track renewals, and address any service-related issues.
- Act as the primary point of contact for students regarding accommodation-related inquiries.
- Address and resolve student concerns efficiently and professionally.
- Provide clear communication regarding policies, procedures, and housing guidelines.
- Maintain and update campus management systems and databases.
- Prepare and manage documentation related to student housing, maintenance schedules, and supplier agreements.
- Generate regular reports on occupancy, maintenance activities, and other key operational metrics.
- Conduct regular inspections to ensure the campus facilities are well-maintained and meet safety standards.
- Identify and escalate any facility-related issues requiring attention or repair.
- Implement processes to ensure timely resolution of maintenance requests.
- Working according to approved company processes
- Working with company's IT systems to monitor and ensure a smooth facility administration process.
- Participating in daily meetings based on Lean principles
- Setting and achieving short-term and long-term goals in accordance with the company's strategic goals
- Performing other duties and responsibilities assigned by direct manager

### **We dream about a team member who:**

- Has more than three years of experience in operational or customer support related field (must have)
- Experience in hotel/accommodation management (would be nice to have)
- Uses the English language at an effectively operational and independent level. Spanish would be nice to have.

- Has good skills in a Microsoft Office 365 environment and conceptual computer literacy
- Is able to work independently and is self-motivated and willing to take ownership
- Knows how to manage several complex projects at once
- Has analytical and conceptual thinking skills
- Has willingness to share skills, knowledge and expertise
- Is flexible with good time management skills
- Has respectful and positive attitude
- Wants to learn every day and thinks aviation could be the love of one`s life

#### **What we offer you:**

- A health Insurance package after 3 months working for the Company.
- Additional holiday days for seniority after 2 years of work for Company.
- A Wellness Day to take care of yourself and a Birthday Day to celebrate.
- Mental gym to support your emotional wellbeing from Mindletic.
- An entertainment flight with a full flight aviation training simulator.
- A shuttle bus service from Lleida city to the airport or parking space near the office.
- Extensive on boarding plan to ease your integration into company.
- An international and multicultural environment in vibrant industry with plenty of challenges to achieve as well as duty trips to headquarters in Lithuania.
- Personal growth possibilities if you are eager to progress in your career, we have a bunch of examples to share.

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