



<https://www.farneke.com/job/cafm-operator/>

## CAFM Operator

### Description

We are seeking a skilled and detail-oriented CAFM Operator/Administrator to join our facility management team. The ideal candidate will have a strong understanding of Computer-Aided Facility Management systems and possess excellent organizational and communication skills. The primary responsibility of the CAFM Operator/Administrator is to manage and maintain the CAFM system, ensuring accurate and up-to-date information on the organization's facilities and assets.

### Responsibilities

#### 1. CAFM System Management:

- Administer and maintain the organization's CAFM system to ensure accurate representation of facility data.
- Update and input relevant information into the CAFM system, including floor plans, space allocations, and asset details.

#### 2. Data Accuracy and Integrity:

- Regularly audit and validate data within the CAFM system to ensure accuracy and completeness.
- Collaborate with various departments to gather and update information related to space utilization, occupancy, and asset inventory.

#### 3. User Support:

- Provide support and training to end-users on the utilization of the CAFM system.
- Troubleshoot and resolve issues related to the CAFM system, ensuring minimal disruption to facility management operations.

#### 4. Reporting:

- Generate and analyze reports from the CAFM system to provide insights into facility performance, space utilization, and asset management.
- Collaborate with stakeholders to develop custom reports as needed.

#### 5. Collaboration:

- Work closely with facility managers, maintenance teams, and other relevant stakeholders to understand their needs and ensure the CAFM system meets organizational requirements.

### Hiring organization

Farnek Services LLC

### Date posted

02/01/2024