



<https://www.farnek.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

February 1, 2024