

Major Duties and Responsibilities

1. Receives, distributes, processes and tracks work orders for maintenance and repair of leased properties. Hires contractors on behalf of landlord and Embassy to perform repairs at leased properties and keeps detailed records of all related charges for rent deductions as required. Follows up on all work orders in process and provides information to questions related to their status. Acts as liaison between landlords, contractors and occupants to confirm that repairs are timely and accurately completed. Maintains files of all completed work orders and housing correspondence for reference and control purposes.
2. Residence Turn-over: Draft all work orders related to make-ready preparations of Housing Pool residences prior to occupancy. Get estimates and proper approval for house cleaning and curtain installation and makes sure those are done as scheduled.
3. Assist in the filing of utility bills processed and keeps log of historical usage. Maintain the OBO portal up to date with the quarterly input of required data.
4. Creates and maintains updated inventories of landlord-owned furniture and furnishings, and verifies accuracy between occupants, upon departure of occupants or return of property to landlords upon lease termination.
5. Prepares the annual ICASS Workload Count of square footage occupied for all agencies served by GSO. Gets and provides gross square measurements of properties (STGL and Private) for the Web Pass and the workload count.
6. Controls, maintains and administers blanket purchase orders with contractors (cleaning services, water filters, curtains, general maintenance and garage gate motors) and keeps track of orders and funding spent in each BPA. Processes Purchase orders and coordinate access for work to be done and to be inspected by Embassy technicians upon completion.
7. Drafts correspondence and assists with general typing, record-keeping and filing. This includes the tapes and electronic filing. Drafts and maintains Housing forms including, funding changes, reports, inventories, and occupant documentation.
8. Serves as the back-up to the GSO Secretary: Receives, processes and distributes work orders to the appropriate responsible sections, processes time and attendance records for the GSO section, and makes Hotel reservations for personnel on Mission business.
9. Performs other duties as assigned by the General Services Officer and the Realty Assistant.