



Career Guides

Facilities Administrator

Facilities Administrators ensure that facilities and infrastructure operate smoothly on a day-to-day basis.

Where You Might Work

Facilities Administrators can work in a range of different environments within the fitness, sport, and recreation industry. They are most likely to work in areas such as

- > Gymnasiums
- > Indoor basketball, netball, squash courts.
- > Football ovals/playing fields.
- > Recreational areas such as lawns for bowls.



Key Responsibilities

Facilities Administrators take on many roles within a sporting environment. Their key responsibilities include

- › Budgeting
- › Procurement negotiation (purchasing goods from other companies)
- › Contractor liaison and documentation
- › Coordinating staff and office equipment.
- › Supervising and assisting with maintenance tasks.
- › Generating reports and insights into their workplace.

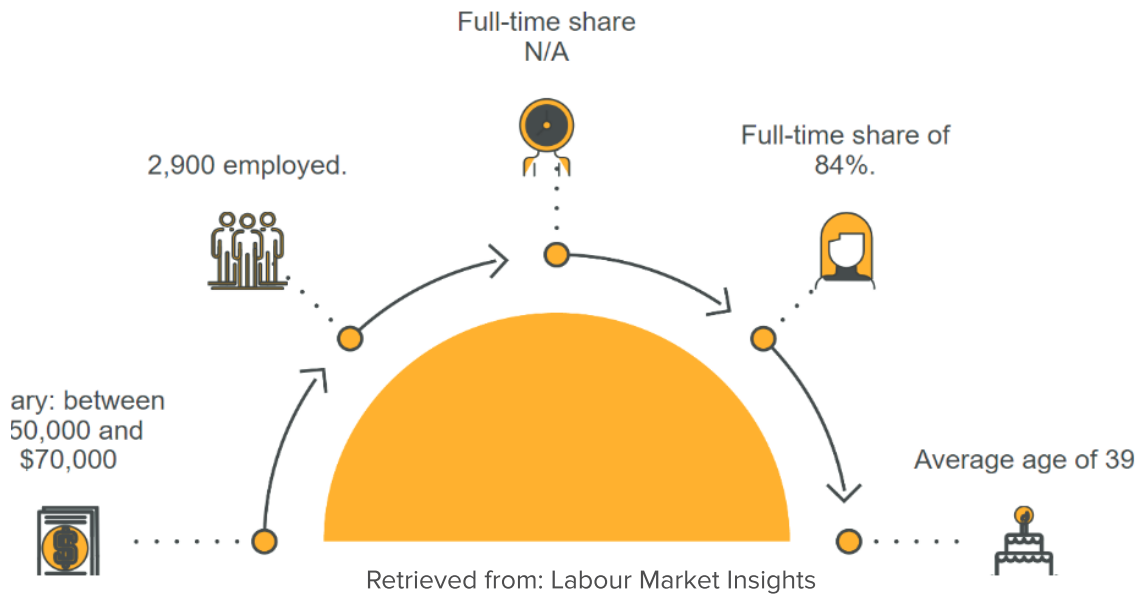
The Attributes and Skills You Will Need

The skills Facilities Admin's need to consistently perform at a high level include:

- › Strong communication skills, both in-person and digitally.
- › Strong leadership skills and a desire to lead.
- › Sound knowledge of applications such as Word, PowerPoint, and Excel.
- › Strong knowledge of the sport and recreation activities that are performed in the facility you wish to manage.
- › Having prior management training or a formal qualification listed below.



Quick Facts



Salary: The average salary of a facilities administrator ranges between \$50,000 and \$70,000, according to au.jora.com.

Qualifications

Administration roles do not always require formal training; however, work placement will be integral to finding a job in this area

Course	Potential Career Outcomes	Further Qualifications	Course Duration or number of elements/units
Bachelor of Business Management	This bachelor's degree can provide students with the skills and experience to thrive in any business setting.	Students can undergo an honours year for further knowledge.	3 years full-time 6 years part-time
Certificate IV in Sport, Aquatics, and Recreation (SIS40122)	Specialisations can be made to the course so participants can train for occupations such as administration and service officer roles.	n/a	Contains 17 units recognised by the Australian Qualifications Framework (8 core units, 9 elective units)

(Not currently available in Queensland)



Qualifications- Continued

Course	Potential Career Outcomes	Further Qualifications	Course Duration or number of elements/units
Certificate III and IV in Business (BSB40120)	Business certificates upskills workers to work in more sectors other than the sports industry, such as: <ul style="list-style-type: none">• Customer engagement• Medical administration• Records management	n/a	Course Length: 1 year Cert IV contains 12 units recognised by the Australian Qualifications Framework (6 core units, 6 elective units)

Additional Training

➤ First Aid Check

➤ CPR Certificate



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