Vacancy

Facilities & Operations Assistant

Suitable candidates are invited to apply for the position of **Facilities and Operations Assistant** at The Bahamas Development Bank ("BDB") Freeport Branch. The successful applicant will have satisfies the requirements and be able to provide the service as noted below:

Functions/Responsibilities:

- Maintain a clean, safe, and welcoming environment throughout the Bank by performing routine cleaning and sanitization of offices, common areas, restrooms, kitchen facilities, and other shared spaces.
- Ensure all high-touch surfaces, workspaces, and common areas are cleaned and prepared for daily operations.
- Restock restroom, kitchen, and tea station supplies to ensure they remain fully equipped throughout the workday.
- Collect and dispose of waste in accordance with established health, safety, and environmental standards.
- Maintain the cleanliness and appearance of entrances, walkways, outdoor areas, and office plants, including watering potted plants as required.
- Ensure office furniture and meeting spaces are neat, organized, and ready for staff, visitors, and business activities.
- Monitor inventory levels of cleaning, sanitary, and office consumption supplies, and coordinate timely replenishment to maintain adequate stock.
- Maintain organized utility and storage areas and keep accurate inventory records for cleaning supplies and amenities, including cups, paper towels, tissues, and related items.
- Serve as the Bank's primary courier by delivering documents, correspondence, and small packages securely and efficiently between departments and external locations as required.
- Coordinate and maintain accurate records of deliveries, courier activities, and assigned errands.
- Assist in monitoring the condition of the company vehicle by scheduling routine cleaning and promptly reporting any maintenance or mechanical concerns.
- Provide support in setting up and dismantling meeting rooms and event spaces for meetings, training sessions, and other Bank functions.
- Assist with office decorations and workplace enhancements for holidays, celebrations, and employee engagement activities.

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- Identify minor maintenance issues and either perform simple corrective tasks, where appropriate, or report them promptly for resolution.
- Schedule routine servicing and maintenance for assigned equipment, delivery carts, or other operational tools.
- Provide reception support during the absence of the Reception Clerk, during peak business periods, or as operational needs require.
- Assist with general administrative, clerical, logistical, and facilities-related projects to support the efficient operation of the Bank.
- Perform other duties and responsibilities that are consistent with the nature and level of the position as assigned.

Required Skills/Education and Experience:

- At least 1-3 years of experience in a similar function.
- Basic Microsoft Office (Access, Word, Excel, PowerPoint, etc.) skills.
- High school Diploma or Equivalent
- Valid Driver's License

Physical Requirement:

- Prolonged periods of standing
- Must be able to lift, bend, stoop, climb, reach and lift up to 30 pounds at a time.

An updated resume along with letter of interest should be submitted via email to hr@bdb.gov.bs no later than **6th November, 2026**. Only short-listed candidates will be contacted.