

Zillow

Facilities Assistants (2)

About the Team

The Facilities Assistant Intern will play a key role in supporting initiatives and functions of the Facilities and Real Estate Department at Zillow, through completion of multiple functions of building operations and maintenance. You will build, follow, and improve upon strategic plans and team programs.

This exciting position includes balancing multiple tasks concurrently and exercising sound judgment in addressing problems quickly and in line with established policies and procedures. The ability to think on your feet, communicate effectively with a diverse audience, quickly adapt to unexpected situations, and maintain a calm and professional attitude are needed to be successful.

This position is part of a robust internship program designed to provide valuable training and professional development opportunities. Upon completion of this program, you will have a solid understanding of how to support business objectives, building operations, and corporate facilities.

In this role, you will:

- € Provide customer service assistance to Facilities team members.
- € Support conference room setups and organization.
- € Assist with the maintenance and overall appearance of Corporate office space.
- € Contribute to ongoing facilities projects, initiatives, and/or tasks.
- € Assist with mailroom operations and procedures.
- € Support office supplies inventory and stocking program.
- € Collaborate with team members to support internal event processes to include; set-up, catering support, and event logistics.
- € Assist with Facilities related service tickets.
- € Collaborate with team members to conduct monthly Quality Assurance walks.
- € Assist team members with vendor management on various projects to include; HVAC, mechanical, plumbing, janitorial, security, fire and life safety, furniture moves, and/or small construction projects.

Qualifications

- € Excellent interpersonal, customer service and organizational skills.
- € Ability to take initiative and work independently, while paying attention to detail.
- € Ability to manage time, work efficiently, and follow direction.
- € Knowledge of Microsoft Office and Google Docs.
- € Ability to work accurately and with composure in a fast-paced environment.

☞ Must be able to lift and move up to 50 pounds.