Procurement & Supply Chain Management · PS379

Operational Coordination for Facilities & Transport Management

Duration	Category	Ref
1 Week	**Procurement & Supply Chain Management**	**PS379**
Language	Certificate	
English	**Certificate of attendance**	

Introduction

Efficient coordination of facilities and transportation operations is essential to ensure smooth organizational workflow and uninterrupted internal support services. This program is designed to equip participants with the practical skills and tools needed to manage daily requests, arrange transportation, evaluate vendor quotations, handle invoices, and maintain clear documentation. The course focuses on strengthening operational planning, communication between departments, and the ability to improve service efficiency within administrative environments.
By the end of the program, participants will gain hands-on experience in organizing workflows, managing operational tasks, and ensuring effective coordination across facilities and transportation functions.

Course Objectives

By the end of this training, participants will be able to:

Operational Skills

- Understand the full scope of a Facilities & Transportation Coordinator’s responsibilities.
- Manage transport scheduling, routing, and trip planning effectively.
- Coordinate facility-related requests such as maintenance, repairs, cleaning, and utilities.
- Work efficiently with internal teams and external service providers.

Administrative & Process Management

- Maintain proper documentation for requests, approvals, and completed tasks.
- Evaluate price offers (quotations) and choose the best value for the organization.
- Process and verify invoices related to facilities and transportation services.
- Track daily operations using templates, forms, and reporting tools.

Performance & Reporting

- Prepare daily, weekly, and monthly operational reports.
- Apply KPIs to measure efficiency and follow-up performance.

- Improve time management and prioritization in a fast-moving environment.

Target Audience

This course is ideal for:

- Facilities Coordinators
- Transportation Coordinators
- Administrative Assistants responsible for facility or transport tasks
- Office Support Staff handling daily operational requests
- New employees in facility/transport departments
- Anyone seeking to improve practical skills in coordination, scheduling, and vendor handling

Outlines

Day 1

Foundations of Facilities & Transport Coordination

- Role & responsibilities of a coordinator
- Types of requests and communication workflows
- Documentation and request tracking
- SLAs and operational standards
- Mapping current workflows

Day 2

Transport Planning, Scheduling & Daily Operations

- Transport request lifecycle
- Trip planning, routing & scheduling
- Coordinating drivers and service providers
- Handling emergencies and last-minute changes
- Transport reporting templates
- Prepare a daily transport schedule

Day 3

Facilities Operations, Maintenance & Vendor Coordination

- Facility service categories
- Logging, prioritizing, and closing requests
- Preventive vs. corrective maintenance
- Vendor coordination and monitoring
- Prioritization simulation for facility requests

Day 4

Invoicing, Cost Control & Price Offer Evaluation

- Invoice verification and matching
- Understanding cost structures
- Comparing quotations and selecting the best offer
- Basic budgeting awareness
- Evaluate sample vendor quotations

Day 5

Operational Reporting, Communication & Workflow Management

- Preparing operational reports
- KPIs for facilities and transportation
- Multitasking, documentation, and time management
- Digital tools for coordination
- Build a coordinator’s workflow checklist

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training@hplustraining.com · +44 74 0108 8599 · +90 539 827 59 14