



Facilities Coordinator

FACILITIES COORDINATOR - FACILITIES (PERMANET – 3 FTE)

As the Facilities Coordinator you are responsible for executing and maintaining a multi-faceted scope of work including safety, parking, receivables and tenancy agreements within the YW of Calgary Building Operations. Your excellent communications and customer relations skills will aid you greatly as you respond to inquiries from internal staff, clients, and members of the public.

Facilities Coordinators will work Monday to Friday shifts, either a regular 7:00 am – 3:30 pm or a 3:00 pm to 11:00 pm schedule.

WHAT MOVES YOU

- Trouble-shooting and problem solving.
- Interacting with various stakeholders, all with unique questions and concerns.
- A fast-pace and the excitement of juggling multiple priorities.
- A sense of order and a commitment to safety.

WHAT YOU'LL DO

Support the ongoing safety of staff, clients and the public by providing on-site first aid, issuing access cards, supporting the workplace OHS program.

Coordinate the execution of lease documentation and rental payments for Tenant and Organization, generating reports and supporting inquiries.

Coordinate the day-to-day operations and permit issuing and compliance of the defined parking areas at multiple locations.

Coordinate inbound and outbound activities for loading dock, manage daily shipping and distribution operations and ensure complete orders are accurately shipped in a timely manner.

WHAT YOU'VE DONE

- Post-secondary diploma or certificate in Security/Life Safety, Risk Management or Property Management preferred.
- 2+ years working in a security/parking services environment.
- Current CPR & First Aid certification.
- Valid Alberta driver's license and clean drivers abstract.
- Workplace Safety related experience and/or training.
- Exceptional interpersonal and communications skills is a must.
- A calm and patient demeanor.
- Strong judgement and reasoning skills.
- Solid organization and administrative skills.
- Ability to lift 50+ lbs. and actively move throughout the entire workday.



If you want to work to change lives, we want to meet you.

Please check out our website for a full job description

Competition Number: 2019033

www.ywcalgary.ca/work-with-us

Apply today with covering letter, salary expectations and resume to:

careers@ywcalgary.ca

Deadline: April 22, 2019