

Job Posting

#21.60 FACILITIES COORDINATOR

919 Pandora

This posting is open to all qualified applicants.

Our Place Society (OPS) is an organization founded on progressive Christian values and principles. We work as a team to create a nurturing atmosphere of home and family, where all are welcomed. **A team approach is critical to living out our mission and values and to directing our work.**

Position Overview:

Provide support to the Facilities Manager and Facilities Teams across all OPS sites. These functions will range from administration to maintenance to ensure the smooth running of all the facilities to provide a clean and safe environment for all at the Our Place Society standard of excellence.

Duties:

- Ensure the smooth operation of the Facilities department by coordinating all facilities operations.
- Monitoring email and phone requests daily.
- Procedure documenting, training, implementation and monitoring.
- Supports Manager in all administration of the OPS Asset Management Plan.
- Develop and implement maintenance ticketing system tracking
- Perform general administration related to scheduling, payroll and staff communication.
- Basic HR support for the team – scheduling new sign ons, etc.
- Work cooperatively with other departments.
- Occasional driving duties.
- Responds to emerging needs and covers gaps in Facilities schedule.
- Other duties as required to ensure adherence to standard of excellence in all OPS facilities

Qualifications:

- Good computer skills, ie. Microsoft Office Suite, ie, Excel.
- Exceptional organizational skills.
- Good communications skills with both staff and outside contractors.
- Knowledge of building operations.
- Exceptional customer service skills.
- Willingness to participate in training.

- Clean Class 5 Driver's license.
- Supervisory experience is essential.
- An understanding of, and comfortable in relating to the wide variety of people served by Our Place.
- Ability to be adaptable and flexible to respond to emerging needs of the department.

Working Conditions/Compensation:

- **Shifts:** Full Time, 37.5 hours per week. May require evening and weekend work.
- Salary Range: \$27.18 - \$33.46 per hour.
- Excellent employer paid benefits after successful completion of 3 months of employment.

How to Apply:

Eligible candidates are invited to submit a covering letter with their resume detailing their related background, experience and qualifications, by 4:30 p.m. Tuesday August 10, 2021 to careers@ourplacesociety.com or to Our Place Society, Attention Marion Hoadley, HR Director, 919 Pandora Ave, Victoria, B.C. V8V 3P4. Please quote "File #21.60 – Facilities Coordinator" in the subject line.

Please note: All applications must have a cover letter to be considered.

Our Place Society is an equal opportunity employer. We value the diversity of the communities we serve, and are committed to engaging and developing a diverse and inclusive workforce. Our Place Society welcomes applications from First Nation, Inuit, Métis, New Canadian, differently-abled, and LGBTQ2S communities.