



JOB DESCRIPTION

POSITION TITLE: Facilities Coordinator

PROGRAM: Corporate Services

POSITION TYPE: Permanent, Full-time

HOURS OF WORK: 37.5 hours per week

POSITION SUMMARY: This position will support the Corporate Services team and will be responsible for various aspects of project work and office management, along with financial, administrative, IT tasks and maintenance support.

REPORTS TO: Senior Manager, Operations & Facilities

KEY SERVICE RESPONSIBILITIES AND SPECIFIC ACCOUNTABILITIES

- Develop, implement, and maintain an inventory tracking process.
- Identify future requirements for large items such as computers, furniture, and/or appliances.
- Coordinate all staff and/or furniture moves across the agency, oversee movers and other required services to complete the move.
- Request quotes from vendors and work with Finance to incorporate into department budgets.
- Manage all storage facilities.
- Under the direction of the Senior Manager, Operations & Facilities, manage all maintenance and service requests from CMHA Calgary worksites, including attending all sites to support with minor maintenance needs and requests.
- Responsible for minor landscaping at various worksites, including lawn mowing, snow removal, etc.
- Coordinate with the Health and Safety Committee (HSC) regarding documentation and program maintenance.
- Support with coverage when Corporate Services Coordinator is away.
- Other duties as required.

ADDITIONAL TEAM RESPONSIBILITIES AND COMPETENCIES

- You demonstrate deep respect not only for clients but for the teams you support, your peers, and community partners.
- Flexible and adaptable.
- High level of initiative and self-motivation.
- Sound judgement and ability to work independently and as part of a team.

QUALIFICATIONS AND SKILLS

- Post-secondary education in Business Administration or related field is preferred.
- Valid driver's license and reliable vehicle
- Ability to repetitive strenuous activities
- Ability to lift up to 50 pounds
- Basic maintenance and landscaping skills

- Office management and/or financial experience is an asset. Remonstrated experience with maintenance tasks required.
- Strong organizational and analytical skills with the ability to coordinate multiple tasks and determine priorities.
- Excellent computer skills including Microsoft Office Suite, Zoom, Outlook and database systems.
- Confidence to ask questions and seek clarity across all levels of the staff and external parties.
- Strong knowledge of office procedures and practices.
- Ability to exercise good judgement, discretion, confidentiality, and professionalism.
- Awareness of mental health and addiction.

APPLICATION INFORMATION

Application closing date: The posting will remain active on the website until the position is filled.

Candidates meeting the above criteria who wish to apply for this exciting opportunity should email their cover letter and resume to Human Resources at careers@cmha.calgary.ab.ca.

Please include the reference number **#241012FC** in your email subject line of your application.

We thank all applicants for their interest, however, only those considered for an interview will be contacted.