

GREATER CLEVELAND PARTNERSHIP

POSITION DESCRIPTION

JOB TITLE: Facilities Coordinator

DIVISION: Shared Services/Facilities

REPORTS TO: Guest Services and Building Manager

FLSA CLASSIFICATION: Non-Exempt

POSITION SUMMARY:

The Facilities Coordinator is responsible for overseeing the processing of the shipping and receiving, ordering of supplies, and general facilities support under the direction of the Building and Guest Services Manager. Respond to requests from staff concerning shipping and receiving, facilities support including, but not limited to, room setup and supplies.

ESSENTIAL FUNCTIONS:

- Assist in Building Management Function
 - Assist in monitoring major building systems daily and trouble shoot identified issues
 - Elevators – all functioning as intended
 - Penthouse – HVAC & water treatment inspection
 - Pump room – main water intake and fire pump inspection
 - Monitor building temperatures
 - Assist in ensuring contractors performing building maintenance and repair complete their tasks and leave the premises
 - Assist in perimeter clearance as necessary (exterior snow removal, sidewalk salt, dock clearance)
 - Assist in the triage of unexpected issues relating to the building
- Follow up on HELP tickets as assigned.
- Perform the necessary conference room setups as requested by the staff.
- Assist in Guest Reception
 - Provide backup as needed at the Reception Desk to cover lunches, breaks, PTO days and other absences as needed.
 - Answer phones and direct calls when appropriate
 - Greet all visitors and guests upon arrival in a professional manner
- Monitor security throughout the building.
- Monitor the concession supplies. Order and resupply as necessary.
- Perform necessary light housekeeping duties
- Maintain awareness of GCP and other tenants' activities and resources by maintaining strong relationships with all staff.
- Assist the various administrative staff with mail or facilities requests as needed.
- Assist with special projects, especially meetings and urgent deadlines.
- Ensure fitness center equipment is operating effectively. Manage repairs and maintenance as needed

- Coordinate delivers and mail – incoming distribution and outgoing readiness
- Other job-related duties as assigned.

PREFERRED EDUCATION, EXPERIENCE AND SKILLS:

- High School Diploma required.
- 1 – 3 years of experience in an operations department handling facility needs and mail handling.
- Some technological proficiency in Microsoft Office Suite (Word, Excel, Access, and PowerPoint) Microsoft Outlook and Microsoft CRM
- Ability to handle multiple requests and variety of responsibilities simultaneously.
- Strong interpersonal and customer service skills.

PHYSICAL REQUIREMENTS:

- May be required to work more than 8 hours during a workday
- Sitting for long periods of time
- Limited travel/driving required
- Significant manual dexterity for keying in data for long periods of time

SCHEDULING REQUIREMENTS:

- Must be available to work occasional off-hours
- Must be available during standard business hours
- Incumbent has the limited flexibility to schedule activity without the approval of supervisor
- This position may not be performed from a remote location