



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Link's Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:
Toll Free Phone: (866) 225-9067
Toll Free Fax: (877) 825-7564
L9 P23 R4074 HWY 596 - Box 109
Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

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Facilities Coordinator (12 Month Contract)

Job ID	8E-92-2C-61-F4-08	
Web Address	https://careers.indigenous.link/viewjob?jobname=8E-92-2C-61-F4-08	
Company	CBRE	
Location	Thunder Bay, Ontario	
Date Posted	From: 2019-11-19	To: 2019-12-19
Job	Type: Fixed-term	Category: Maintenance
Languages	English	

Description

The purpose of this position is to provide assistance to the facility management team to ensure the successful competition of client facility needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responds to client inquiries and concerns. Ensures timely and quality service delivery to clients. Follows up with clients to ensure customer satisfaction. Creates work orders and assigns work orders to multiple technicians, subcontractors and vendors. Communicates work orders to technicians and assists management in resolving problems. Provides reports on open and closed work orders and checks status with the appropriate technician or vendor. Maintains files on work orders, proposals, and department files.

Creates vendor files and checks accuracy on completed paperwork submitted by vendors. Trains vendors on work order and billing procedures.

Processes invoices and ensures proper cost center coding. Assists with the inspections on the facility campus. Uses pc and/or PDA for work order system, email, ESS and training. Assist with process and procedure training. Other duties may be assigned.

SUPERVISORY RESPONSIBILITIES

No formal supervisory responsibilities in this position.

EDUCATION and EXPERIENCE

High school diploma or general education degree (GED) required. Minimum of two years of related experience and/or training.

COMMUNICATION SKILLS

Ability to comprehend and interpret instructions, short correspondence, and memos and ask clarifying questions to ensure understanding. Ability to write routine reports and correspondence. Ability to respond to common inquiries or complaints from clients, co-workers, and/or supervisor. Ability to effectively present information to an internal department and/or large groups of employees.

FINANCIAL KNOWLEDGE

Requires basic knowledge of financial terms and principles. Ability to calculate simple figures such as percentages.

REASONING ABILITY

Ability to understand and carry out general instructions in standard situations. Ability to solve problems in standard situations. Requires basic analytical skills.

OTHER SKILLS and ABILITIES

Basic skills with Microsoft Office Outlook. Physical requirements include stooping, standing, walking, climbing stairs and ladders and ability to lift and carry heavy loads of 50 lbs. or more.

SCOPE OF RESPONSIBILITY

Decisions made with general understanding of procedures and company policies to achieve set results and deadlines. Errors in judgment may cause short-term impact to co-workers and supervisor. Equal Opportunity and Affirmative Action Employer

Women/Minorities/Persons with Disabilities/US Veterans

Experience

Minimum of two years of related experience and/or training.

How to Apply

To apply for this position, please copy and paste the following link into your browser address bar:

<https://cbre.contacthr.com/73164797>