Our company is growing rapidly and is hiring for a facility coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for facility coordinator

- Provide management services for all subcontracted and managed suppliers ensuring services are delivered consistent with agreement terms
- Establish goals and objectives with timetables for projects and for subordinates supervised
- Assist in hiring, training, development of, and directing of subordinates to meet established goals
- Review service desk calls and follow up as necessary to insure timely completion of scheduled work orders in accordance with established standards
- Train and become fluent with using multiple software applications dedicated to servicing the Adobe account, including I-Office, Yardi and Fusion
- Plan, coordinate and direct special projects as required, , office build-outs, refurbishment, large group moves, activity set-ups
- Develop budget, obtain approvals, and maintain schedule and budget for individual projects
- Maintain constant and positive communications with key Adobe employees during all phases of projects
- Maintain a project summary report
- Assist Regional Facilities Manager in contract management administration, including developing specifications, conducting building tours, evaluating proposals and selecting contractors

Qualifications for facility coordinator

- Monitor service contracts and maintain contract summary report
- Conduct comprehensive building inspections (Site Walks) of all common areas weekly, noting and addressing deficiencies
- Assist with the preparation of the budget within areas of responsibility
- Insure that all invoices are properly coded and paid on time
- Insure that safety codes are observed and sufficient measures taken at all times to insure an injury-free workplace, and that all applicable codes and laws are complied with