



Example of Facility Coordinator Job Description

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Our growing company is looking to fill the role of facility coordinator. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for facility coordinator

- Register and onboard new IFM facilities partners and vendors into the Access Center software
- Perform monthly quality audits with an eye on continuous improvement
- Assist with researching and analyzing budget variances and make recommendations for forecasting
- Work with client to determine seating location of new personnel
- Assists with internal facility moves to include coordinating movers, network, and other internal / external supports
- Strong understanding of standard front office responsibilities
- Assist in the operation of vacuum truck
- Owns and implements the Emergency Response Team
- May assists with procurement and invoice processing
- Open and responsive to answering questions and handling remarks, complaints and/or demands from all guests and employees

Qualifications for facility coordinator

- Be knowledgeable about basic phone systems
- High School diploma or general education degree (GED) and a Minimum of two years of college and/or related experience and training
- Minimum of five (5) years experience in facilities operations
- Knowledge of medical terminology and application of medical billing codes or claims processing experience at a senior level
- After employment, must procure and maintain a state real estate

- The qualified candidate will be detail oriented, able to handle multiple projects simultaneously, able to prioritize work flow, extremely professional, and customer service oriented