



Example of Facility Coordinator Job Description

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Our innovative and growing company is looking for a facility coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for facility coordinator

- Flexible when it comes to all daily tasks
- Being an active member of the Emergency Response team (ERO)
- Access and manage weekly training schedule for LPC
- Supporting the load planning function of the plant and confirming the readiness of outbound loads for transportation
- Organization and filing of truck to truck material and proficient with Hub Management module in WIN, , hub scanning application
- Ensure facilities and its premises are in line with Facilities budget and latest health, labour and safety legislation and environmental standards, incl
- Coordinate regular preventive and corrective maintenance of facilities, premises and equipment
- Ensure adequate building supply
- Monitor and improve efficiency and effectiveness of facilities, premises, equipment and systems through continuous exchange and best practices sharing with other sites or through initiating and driving facilities related projects
- Develop, review and implement facility related policies, procedures and KPIs, ensure their implementation, monitoring and follow up according to global and local standards

Qualifications for facility coordinator

general building repairs

- Organizational skills and friendly approach
- 2 years substitute
- Ability to communicate clearly and determine appropriate communication medium
- Must be able to send and receive instructions by phone, computer and in person
- Prior experience working in the facilities management, or commercial real estate preferred