



Example of Facility Coordinator Job Description

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Our company is hiring for a facility coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for facility coordinator

- Negotiate, monitor and follow up external services with providers and suppliers
- Operation of forklift, pallet jacks, stand up electric lift
- Prepares weekly compliance report for the Transportation Manager and Facility Safety Manager
- Tracks DOT Hours of Service violations for file completion
- Maintain environmental, DOT and safety records and reports
- Proactively initiates regular contact, develops and maintains positive working relationships with department managers to understand their needs and takes appropriate actions to resolve issues
- Maintains professional appearance of building lobby, reception area, customer briefing center and foodservice areas
- Supervise and manage work flows for the on-campus sorting facility
- Ensure recycling supply needs are met and provide quality assurance for sorted recycling material
- Repair equipment including polycarts, tipcarts, mailcarts and cleaning equipment

Qualifications for facility coordinator

- The candidate must be computer literate with MS Office, Word, Outlook, Excel and PowerPoint
- Ability to work under stress & strain

- Associate's degree, IFMA or similar accreditation or equivalent is a plus
- Experience with sustainable building operations