

## **FACILITIES COORDINATOR – OAKWOOD OFFICE**

We are looking for a Facilities Coordinator to help us maintain a secure and well-functioning work environment of our main office.

### **RESPONSIBILITIES:**

- Arrange meeting rooms according to our event schedule
- Provide minor repairs as needed
- Restock office supplies
- Refill copy paper, toner and staples in copy machines.
- Receive shipments from outside vendors.
- Keep our lower level storage area organized
- Maintain inventory of building supplies and marketing materials
- Building and grounds maintenance

### **REQUIRED SKILLS**

- Interpersonal communication skills.
- Well-organized and detail-oriented
- Proficient computer skills
- Problem-solving skills.
- Ability to follow instructions and to work independently.

### **EDUCATION:**

High School Diploma, College or additional training preferred

### **EXPERIENCE:**

Work experience as a Facilities Coordinator or similar role preferred

### **LICENSURE:**

Valid Georgia Driver's License

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

You may be asked to lift boxes weighing up to 65 pounds.

### **Work Environment:**

Will include both inside our office building and outside on the grounds of our campus. Also travel to events as needed.

This job description in no way states or implies that these are the only duties to be performed by this employee.

He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.

**To apply for this position, email [dfcolombero@legacylink.org](mailto:dfcolombero@legacylink.org)**