



Job Title:	Facilities Coordinator	Supervisor:	Operations Manager
Department/Group:	Maintenance	Location:	Corporate Office
Type of Employment			
<input checked="" type="checkbox"/> Full Time (at least 40 hours per week) <input type="checkbox"/> Part Time (at least 30 hours per week) <input type="checkbox"/> LTE (less than 30 hours or temporary)		Hours per week: <u> 40 </u> <input checked="" type="checkbox"/> Hourly <input type="checkbox"/> Salaried	
Job Description			
<p>Job Summary The Facilities Coordinator is responsible for organizing and maintaining the shop and warehouse facilities and inventory to serve the needs of both internal and external customers.</p> <p>Responsibilities</p> <ul style="list-style-type: none"> • Perform a variety of fulfillment, records retention and warehouse duties in accordance with established systems and procedures • Receive, organize and maintain records of all incoming shipments of supplies and materials in an accurate and timely manner, verifying receipt and matching to packing slips • Order materials and supplies for specific jobs as instructed, as well as to maintain a sufficient supply of inventory in the shop/warehouse to increase efficiency and reduce downtime for staff in the field • Assemble and prepare materials and equipment for efficient and timely utilization in the field • Check materials, keys, tools and equipment in and out to ensure inventory control and establish and maintain an accurate record of all inventory • Perform vehicle maintenance, preventive maintenance and cleaning to ensure that they are in safe working condition and uphold the company's professional appearance and image expectations • Maintain shop and warehouse facility cleanliness, organization and functionality • Deliver equipment and materials to job sites to increase field staff efficiency • Maintain a working knowledge of maintenance services and repairs in the areas of plumbing, electric, carpentry, painting, plastering and construction in order to work on job sites as necessary • Communicate to Operations Manager any issues regarding status changes and/or major repairs, replacements or contracts regarding equipment, supply or material costs, shipping and receiving or inventory • Utilize forklift, skid steer and other equipment to move materials to and from trucks and within the warehouse • Attend meetings, training sessions and seminars as requested by Operations Manager • Maintain a working knowledge of all fair housing laws, its polices and practices • Comply with all company policies, procedures, OSHA and safety regulations and any applicable laws regarding health, safety and environment <p>Qualifications</p> <ul style="list-style-type: none"> • Minimum of two years experience in shop or warehouse facilities coordination, maintenance or construction 			



- Ability to provide exceptional customer service while following company policies and procedures
- Basic familiarity of electric, plumbing, carpentry, HVAC, appliances and construction
- Must be able to operate a forklift and skid steer
- Ability to act calmly and use good judgment, tact and discretion in decision-making while under stress
- Must be able to lift, push and pull 50 pounds
- Excellent safety habits
- Good human relations skills and the ability to work well with others
- Excellent oral and written communication skills
- High school diploma or equivalent
- Proficiency with PC systems and Microsoft Office software
- Ability to display professional behavior and dress as required by Wisconsin Management and FGS – The Restoration Company
- Valid driver's license, reliable transportation and current insurance

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