

## CAREER OPPORTUNITY

# Premises Coordinator

### JOB SUMMARY

As the Premises Coordinator, you will coordinate and manage projects, resolve complex property and facility issues resulting in improved productivity, sustainable work environments, workplace safety and health, and comfort.

### RESPONSIBILITIES

Deliver commercial property management.

Manage facilities planning, design, and renovation projects.

Manage new construction and renovations.

Negotiate and manage leases and contracts.

Develop and manage operating and capital budgets.

Perform financial and project reporting, tenders and analysis, and contract development.

### QUALIFICATIONS

Five years in commercial property and/or facility management, including:

- A background in sustainable development and environmental issues
- Asset management
- Risk and security management

A degree or diploma in architecture, building technology, engineering

OR

A diploma/certificate in property and facility management (i.e. RPA, FMA, CPM)

Strong written and oral communication skills and good people skills.

Ability to work independently with strong organizational and time management skills.

Working knowledge of building systems and current building codes and standards, as well as occupational health, safety, environmental regulations