



**If you want a stimulating, meaningful career, look no further. Manitoba Public Insurance is always looking for talented, high performing employees like you!**

**As one of Manitoba's Top 25 Employers, we work hard to ensure that our employees have access to benefits and programs that will enrich their lives at work and outside the office.**

## Premises Coordinator

As the Premises Coordinator, you will plan, coordinate, supervise and manage projects for Manitoba Public Insurance properties throughout the province.

### Responsibilities

- Prepare, analyze and develop solutions for complex building system issues by conducting business case analyses, cost/benefit analyses and impact analyses.
- Lead complex projects requiring specialized coordination skills.
- Coordinate and supervise all general maintenance, structural, and infrastructure projects and renovations, to ensure compliance with standards and guidelines.
- Participate in negotiations with contractors/vendors for pricing of building systems.

### Education

- Degree or diploma in Architecture, Building Technology, Engineering or a similar discipline where applicable.
- OR
- Diploma/Certificate in Property or Facility Management Administration.

### Experience

- Five years in commercial property and/or facility management.

### Special skills

- Must possess strong written and oral communication skills.
- Demonstrate an understanding of project management procedures.
- Budgeting and cost management skills.
- Strong analytical and problem solving skills.
- Some travel is required.

Interested? For a full description and to apply visit <http://www.mpi.mb.ca/en/Careers/Pages/careers.aspx> before **Feb. 19, 2014**. We believe diversity strengthens us. As a workplace that reflects our communities, we encourage all those qualified to apply. Thank you to all applicants. We will contact those we're considering for an interview.