



Carefirst Seniors & Community Services Association is a non-profit community services agency. Since 1976, we have provided community support, home and personal health care services in a holistic manner to seniors, individuals with disabilities, and those with medical needs in the Greater Toronto, York, and Mississauga regions.

With a staff of 500 members (including full-time and part-time staff) and the help of a pool of 850 active volunteers, we serve over 15,000 clients a year, including seniors and the physically disabled; 3,000 of whom are "home-bound" and frail.

We are currently seeking a **Facility Project Coordinator** to join our Facility Team.

Responsibilities:

- Assist project manager(s) in the coordination and implementation of facility renovation project(s) and event(s), such as managing maintenance inspections and equipment repairs (i.e. fire systems)
- Oversee and supervise maintenance technicians to ensure projects completed safely and timely
- Ensure the compliance of all safety and security protocols and assist with routine site inspections
- Provide overall facility management services – including (but not limited to) responding to all facility inquiries and complaints, ensuring timely and quality issue resolution and communication with clients
- Develop and maintain facilities department files, maintain adequate parts inventory, assist with items ordering as necessary, and execute equipment audits and record-taking policies
- Assist in the assessment of vendor compliance and analyzation of key performance indicators against vendor service level agreements
- Other duties as assigned (*could be physically demanding*)

Qualifications:

- Bachelor's Degree in Civil Engineering or related field
- 1 to 3 years of facility project coordination experience - health care industry experience is an asset
- Strong working knowledge of applicable safety and security codes, standards, and legislations such as the Occupational Health and Safety Act – safety certification from accredited institution an asset
- Proficient in computer literacy including Microsoft Office (Word, Excel, PowerPoint, Outlook, Access)
- Exceptional project management, organization, analytical, and problem solving skills, with the ability to multitask and manage multiple concurrent projects under pressure
- Self-directed, self-motivated, with a positive attitude, and the ability to work independently and in a team
- Excellent verbal, written and interpersonal communication skills; ability to speak a second language that reflects the community served, such as Cantonese/Mandarin is an asset
- Valid driver's license and reliable vehicle for work to travel between sites
- Current vulnerable sector check completed within one year

Carefirst is an equal opportunity employer. If you require accommodation during the hiring process, please inform us in advance to arrange a reasonable and appropriate accommodation.

While we thank all candidates for their interest, only those selected for an interview will be contacted.

Please send your cover letter and résumé to:

Carefirst Seniors & Community Services Association

300 Silver Star Blvd | Scarborough | ON | M1V 0G2

Email: hr@carefirstontario.ca

Fax: (416) 502-2382

Website: www.carefirstontario.ca