



Employment Opportunity

Mission Statement: Senior Persons Living Connected (SPLC) supports healthy aging by providing client-centered housing, programs and services that meet the needs of diverse older adults.

Position: Facilities & Project Coordinator

Hours of Work: Full-Time

Reports to: Director of Facilities and Properties

Date Posted: October 2nd, 2018

Deadline: Ongoing

Respond to: Human Resources Department, Email: hrd@splc.ca / Fax: (416)-493-3391

Position Summary:

As Project Coordinator, responsible to administer Job Order system, all processes related to purchasing, coordinate minor capital and operational project activities, unit turnover for housing, meetings, contract negotiation, vendor business relationship, tenant relationship, booking related activities, and provide a broad scope of administrative support to Facilities and Properties department.

Responsibilities:

1. **Project administration and coordination**
 - a. Secures and manages business relationships with vendors as well as internal and external stakeholders
 - b. Meets with contractors and other key stakeholders on project matters
 - c. Coordinates all purchasing activities which include; weekly preparation of invoices for approval, purchase orders and discrepancies.
2. **Unit Turn over and inspections**
3. **Administration**
4. **Communicates housing related activities with residents and staff**
5. **Perform other support duties**
6. **Promotes safety of clients, self and others**



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Any other reasonable duties that may be assigned from time to time

Education:

- Post -Secondary education in Project Administration, Property Management Administration, Business Administration, Facilities Administrator or
- Approved equivalent combination of education and experience

Experience & Skills:

- Two years business administrative, facilities administration, project administration or property management administration experience
- Professional telephone manner and strong interpersonal and communication skills
- Proficiency in Microsoft Office, specifically Word, PowerPoint, MS Project, and Excel
- Strong organizational skills with attention to detail and the ability to multi-task and prioritize
- Ability to work in a team environment and also independently with minimal supervision
- Familiarity with different codes OSHA, Building Code, Fire Code, Rental Tenancies Act, Housing Services Act
- Knowledge of facilities related issues considered an asset
- Ability to speak a second language an asset
- Ability to prepare read and understand basic financial information regarding purchases and project details

Working Conditions:

- Primarily office environment, tenant/residential units, common facility areas (indoor /outdoor)
- Sitting in front of computer terminal for long periods of time
- May have frequent work interruptions
- May be exposed to agitated and confused clients
- May be exposed to noxious fume, chemicals, and asbestos
- May be exposed to contagious diseases

Hours of Work

- 35 hours per week



Employment Opportunity

Senior Persons Living Connected is a diverse work environment. We encourage applications from all persons, including persons with disabilities. Accommodation will be provided, if needed, in accordance with the Ontario Human Rights Code and Accessibility for Ontarians Disability Act.

Please submit your application quoting the position you are applying to by mail, fax or email:

Mail: Human Resources Department
3333 Finch Avenue East
Scarborough, ON
M1W 2R9

Fax: 416-493-3391

Email: hrd@splc.ca

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