



Facilities Coordinator
Temporary Appointment – One-Year Term
British Columbia Securities Commission

Centrally located in downtown Vancouver, the British Columbia Securities Commission administers the Securities Act. Our mission is to foster fair and efficient capital markets and a competitive securities industry. We are an independent agency accountable to the legislature and the public through the Minister of Finance.

The Facilities Coordinator assists with the maintenance of, and changes to, the BCSC office space. The Facilities Coordinator will:

- Prepare intranet updates for staff on building operations and security issues, under direction of Supervisor, Office Facilities
- Monitor the need, and respond to requests, for office maintenance; respond promptly to any reports of floods or water leakage
- Meet with, and monitor work done by, contractors hired to do maintenance or installation work to ensure they complete contracted services in a safe and efficient manner
- Implement approved requests for changes to space use including office and workspace allocation, and monitor the office space for issues relating to clutter and food in the office
- Under direction of the Supervisor, Officer Facilities, research cost-effective and fit-for-purpose options for office supplies, non-IT equipment, and maintenance; prepare a Request for Proposal (RFP), or obtain quotes, following the BCSC Purchasing Policy
- Schedule and complete testing of the video surveillance system and warning lights systems
- Receive reports from staff of any security concern or incident as contemplated by the BCSC Safety & Security Policy, and report to the Supervisor, Office Facilities; complete any response tasks assigned
- Manage the purchasing, receipt and storage processes for kitchen, stationary and office equipment supplies
- Implement assigned tasks relating to office space improvements and renovations to meet evolving needs

The successful candidate will have:

- High school graduation and a minimum of two years of experience in office facilities coordination or an equivalent combination of education and experience
- Strong organizational and communication skills
- Ability to multitask and adjust to changing priorities
- Ability to follow detailed instructions with accuracy, in a tactful and mature manner, and exercise good judgement
- Experience working with designers and contractors to plan and implement office space improvements and renovations

This position requires some lifting, bending, and working with equipment, furniture, and stationery supplies.

Due to the nature of the position, the Facilities Coordinator must be available after hours and during emergency facilities situations as they arise.

We offer a challenging and rewarding work environment, and a competitive compensation package that includes four weeks of annual vacation. Visit <https://www.bsc.bc.ca/about/careers> to explore this exciting opportunity and apply online by **October 30, 2020**. Competition #20:117. Investment restrictions apply.