



First West Credit Union is looking for Supervisor, Facilities Services who wants to use their expertise and experience to supervise, organize, and direct the facilities services activities and initiatives in the Valley First region.

The Supervisor, Facilities Services is an integral part of the Valley First regional facilities team. This position actively participates or leads problem solving efforts and drives corrective and/or preventative actions to resolve issues relating to a variety of programs for the region including: property lease contracts, occupational health & safety, WCB workplace safety, property maintenance, mail room services and other related services. This is a leadership position that will also be responsible for assigning work orders, balancing workloads, and conducting coaching and performance reviews for assigned staff.

As an employee of First West, you'll love our comprehensive total rewards package which includes:

- a very competitive base salary
- industry-leading retirement benefits
- flexible benefits
- reduced banking fees and staff rates on credit union and insurance products and services
- a short-term incentive bonus plan
- generous paid time off

You can also take advantage of our:

- career planning opportunities
- professional development opportunities
- volunteer opportunities through First West's wide range of community involvement so you can make a difference in your community

We want to hear from you if you have:

- a minimum of 4 years related experience in Facilities Services
- a certified Facilities Management designation or the equivalent combination of education & experience
- courses in Construction and/or Facilities Management with some knowledge or branch operations and related administrative procedures would be preferred.
- progressive supervisory and leadership experience preferably in Facilities Services
- basic knowledge of accounting, contract negotiations, Microsoft Office (Word, Excel, Outlook)
- a valid Level 2 First Aid Certificate
- a history of taking responsibility for self-development and continuous learning to achieve required knowledge for the job
- demonstrated problem-solving skills and proved leadership skills as both a team player and team leader

To apply please submit your application telling us how you will be a good fit for this position with First West Credit Union.