

Operations & Facilities Coordinator

As the Operations and Facilities Coordinator, you will be responsible for managing all aspects of contract and facilities management for our organisation. You will be responsible for coordinating IT through an external contract for IT services. It is also desirable that the occupant be aware of procurement policies as they relate to public health services. The occupant is expected to coordinate and control allocated resources, contribute to business process development, OH&S compliance and provide high quality service delivery through the provision of detailed advice.

The position is hands on across all aspects of the role and requires the incumbent to physically respond to situations as they arise. The willingness and ability to be on the ground attending to situations will be highly regarded.

The role reports to the Director of Finance Corporate Services to manage the diverse requirements of the organisation.

Your Responsibilities:

The role is responsible for the efficient and effective coordination of:

- Management of Domestic Staff
- Contract Management
- Arrangement of repairs of office equipment and facilities
- Customers - internal and external
- Fleet administration and support
- Management and processing of maintenance work orders
- IT coordination.
- Procurement

There will also be hands on element for systems maintenance where you will be required to understand all facets of systems management including but not limited to Essential Services, Security and Camera Systems, IT and you will be required to schedule and manage contractors for servicing and maintenance.

What you'll need to succeed

You will have a positive personality with the ability to manage people, have excellent communication skills both written and verbal and the ability to prioritise competing work demands.

The Operations Coordinator is a key contributor to ensure our workplace environment operates efficiently and facilitates the delivery of high-quality services.

It is a mandatory requirement for the applicant to have:

- Working with Children's Check
- Police Check
- Willingness to attain OH&S and Food Safety competencies.

This is a great opportunity to get broad exposure to public hospital compliance and reporting systems. Closing date is close of business, Friday 17th July 2020 and applicants must address the key selection criteria as specified in the position description and forwarded to Mr Vince Distefano vince.distefano@tweddle.org.au. Copy of the position description can be located: <https://www.tweddle.org.au/about-us/employment>