

## **Repair and Maintenance Coordinator**

**Reporting to the Repair & Maintenance Manager, the Repair & Maintenance Coordinator will provide support in the day to day operation of the stores and cafes. Duties may include fielding calls from store personnel and vendors or suppliers, preparing and maintaining spreadsheets, completing reports and performing other tasks as directed.**

### **Roles and Responsibilities**

- Answer department phones for initial R&M requests and/or tickets created by the store, completing tracking documentation and directing the request to the appropriate vendor or team member.
- Maintaining all documentation records and logs daily including ticket/vendor follow ups.
- Prepare and update reports
- Assist with invoice tracking and approval.
- Perform on-call coverage as assigned to assist in departmental coverage.
- Backup with the mail, ordering and stocking of printers, perform minor maintenance such as changing light bulbs, etc.; Transport documents using the company car as directed.
- Performs other duties as directed.
- Manage multiple projects with deadlines and budget constraints

### **Qualifications and Education Requirements**

- High school graduate or equivalent GED required.
- Prior experience in an office setting including some knowledge of equipment, maintenance and repair terminology.

### **Preferred Skills**

- Good verbal and written communication skills to deal with both internal and external customer
- Demonstrated sense of urgency and ability to prioritize requests
- Knowledge of MS Office products including MS Word and Excel.
- Strong organizational skills and time management capabilities
- General Knowledge of Building Systems (Mechanical, Electrical, Plumbing)
- General ability to read blueprints

### **To Apply:**

Please visit our Career site <https://careers.booksamillion.com>

Click on the Career Areas dropdown and select Corporate.

Then, please apply to our Repair and Maintenance Coordinator opportunity, so that you have the chance to join the BAM FAM!