

Job Title:	REPAIR & MAINTENANCE COORDINATOR	Job Category:	HOURLY
Department/Group:	CONSTRUCTION	Job Code	
Location:	CORPORATE OFFICE	Travel Required:	NONE
Level/Salary Range:	ENTRY	Position Type:	FULL TIME

Job Description:

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 blue prints

Physical and Environmental Requirements

- Must be able to sit at a computer or desk for extended periods of time.
- Must be able to use hands/arms to operate keyboard, telephone and for repetitive motion activities.
- Must be able to lift objects up to 25 lbs. and occasionally lift objects of 50 lbs. or more with or without assistance.

<ul style="list-style-type: none"> • Must be able to communicate using speech, sight, and sound with or without assistive device. • Must be able to stand, walk long distances, stoop, climb a ladder, frequently get in and out of a vehicle, bend or crouch while performing daily activities of the job. 			
• Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	

Candidates should apply by sending their resume to
zerbyi@booksamillion.com