

## **PART-TIME FACILITY COORDINATOR**

Our Fixed Based Operation (FBO) serving corporate and other high-end, private aviation customers is in need of a Part-time Facility Coordinator. The Facility Coordinator will ensure the Guardian Jet Center has the most suitable working environment for its employees, customers and all their activities. Candidates must have a high school degree or GED with at least 1 year light maintenance experience.

The Facility Coordinator will be responsible for the services throughout our buildings and grounds including tenant space.

Area of Responsibility:

- Coordinating essential facility services such as maintenance needs, recycling programs, cleaning services, etc.
- Cleaning building and grounds as needed/requested.
- Conducting daily inspection of facility and grounds to ensure high standards of the company, completion of work and to promote continual improvement.
- Maintaining utilities and communications infrastructure.
- Planning the allocation and utilization of space and resources or reorganizing current premises.
- Performing light painting and electrical work.
- Conducting safety audits to comply with the company's policies/procedures and OSHA regulations.
- Demonstrating safety, integrity and ethical standards consistent with company standards.
- Responding to all customer concerns and enquires.

Candidate must possess the following:

- Must have excellent organizational abilities
- Must have good written and verbal communication skills
- Must be computer literate and is able to use MS Outlook and the internet.
- Must be a self-starter
- Must have problem solving abilities

This position will be part time 25-30 hours per week. Compensation based upon experience.

Located on the south side of Ontario International Airport.

Send resume to: [dlebouf@guardianjetcenter.com](mailto:dlebouf@guardianjetcenter.com) or apply on our website, [www.guardianjetcenter.com](http://www.guardianjetcenter.com).