

Facilities Coordinator

Facilities Department

Apply

Qualifications:

- A minimum of three years of experience organizing and/or coordinating work assignments in a fast-paced environment.
- Bachelor's Degree is preferable.
- Excellent typing and computer skills.
- Excellent oral and written communication skills.
- Excellent follow through, attention to detail, strong organizational skills, and ability to prioritize work assignments.
- Ability to work well with managers and supervisors, Firm lawyers, Firm personnel, and Firm vendors.
- Experience handling sensitive and confidential information and situations. Ability to maintain confidentiality, tact, and diplomacy at all times.
- Proficient in MS Word, ability to operate scanner and photocopy machines.
- Ability to work independently and in a team environment.

Duties and Responsibilities:

Handles all aspects of coordinating, organizing, and prioritizing the assignment of Facilities requests received by the department and follow through to completion.

The Facilities Coordinator shall have primary responsibility for:

- Handling all facilities requests received verbally, by telephone, by e-mail, or such other means from Firm lawyers or Firm personnel.
- Reviewing on a daily basis and throughout the day the status of facilities requests received throughout the day.
- Ensuring that facilities requests are quickly handled and effectively and timely completed.
- Maintaining furniture wait lists requests, pending or outstanding work requests files as well as completed work requests file.
- Working with the Senior Facilities Manager to follow up with requestor(s), as needed, regarding scheduled tasks, projects, waitlists, special requests, etc.
- Reporting all non-compliance issues and/or facilities issues immediately to the Senior Facilities Manager and/or Senior Managing Director of Administration.
- Assisting, as needed, with completing any of the assigned facilities tasks or projects.
- Ensures that all conference room set-up requests are properly scheduled and configured to meet the requirements of the requester.

Duties and Responsibilities (continued):

- Maintains sketches and floor plans showing optional table and chair arrangements for the divisible conference rooms.
- Ensures that all incoming furniture and capital items purchased by the Firm are properly bar-coded and entered into the Firm's fixed asset database.
- Ensures that the fixed asset database is properly and timely updated and that movement of fixed assets are appropriately recorded and tracked.
- Conducts quality review inspections of work performed by others including inspection of office set-ups for new arrivals, office moves, and offices vacated by lawyers.
- Assists with maintaining inventory of fixed assets retained in storage.
- Interacts with members of the Firm to ensure work-related tasks and projects are completed in an accurate and timely manner.
- Keeps track of regular facilities expenses. Orders kitchen pantry supplies as needed.
- Coordinates service calls for facilities related equipment when needed.
- Maintains an updated record of facilities vendors.
- Daily walk throughs to ensure maintenance is conducted routinely.
- Checks rooms and furniture to identify needs for repairs and maintenance.
- Provides some assistance to the Senior Managing Director of Administration.
- Timely and regular attendance.
- Ability to work overtime when necessary.
- Performs other duties as assigned.

Salary Range is \$64,000 - \$81,000

Status: Non-Exempt

Reports To: Senior Manager, Facilities and Office Services

Workplace Type: On-site

Candidates hired for staff positions with a minimum work schedule of 30 hours per week are eligible for a comprehensive benefits package, including healthcare insurance. Learn more about benefits at Covington.

<https://www.cov.com/en/careers/staff/benefits>

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