



## POSITION DESCRIPTION

**Position: Facilities Coordinator**

**Reports to: Facilities Manager**

**FLSA Status: Exempt**

**Supervises: N/A**

### POSITION SUMMARY:

The **Facilities Coordinator** is responsible for performing tasks such as regular facility inspections, simple repairs, scheduling contractors, organizing and cleaning the facilities, transporting materials between different areas, and leading event setups. To successfully carry out the above-mentioned tasks, this position must make independent decisions, and is expected to perform outside of regular business hours if needed.

### REPRESENTATIVE RESPONSIBILITIES:

- Conduct daily inspections of facilities, performing and scheduling repairs and maintenance as needed
- Assist with furniture restoration and lighting maintenance.
- Report any issues or needs to the Facilities Manager and discuss the most appropriate course of action for rectifying the problems.
- Set up the Japan House facility with tables, chairs, a stage, lights, and other equipment for various events. Dismantle and store the items after the events.
- Stay abreast of the Japan House facility's audiovisual equipment and guide the users.
- Transport materials such as furniture, paperwork, etc., between different locations within the Japan House facilities.
- Perform day-to-day administrative tasks such as maintaining files, processing paperwork, data input, and assisting scheduling contractors.
- Communicate effectively with the Facilities Manager and peers by telephone, written correspondence
- e, email, or in person.
- Provide support to the management team and other departments as required.
- Other duties as assigned.

### KNOWLEDGE AND COMPETENCIES:

- Excellent critical thinking skills.
- Ability to make decisions and take action to address issues.
- Ability to interact effectively with coworkers.
- Ability to practice ethical and honest behavior.
- Excellent organizational skills.
- Ability to handle multiple tasks and perform well under pressure.
- Excellent oral and written communication skills.
- Excellent computer skills in a Microsoft Windows environment.

## **EXPECTATIONS:**

- Dress professionally when on duty and remain diplomatic, polite, and patient at all times.
- Highly refined verbal communication skills.
- Pleasant communication manner.
- Flexible schedule, including nights, weekends, and holidays.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

- Must be able to stand for prolonged periods as a physical requirement and a core duty of the job.
- Could be exposed to extreme temperatures from interior to exterior of the building during all seasons and weather conditions.
- Must be able to regularly lift/move a minimum of 10 pounds and frequently lift/move 50 pounds.
- Must be able to regularly sit, stand, climb, balance, stoop, walk, kneel, crouch, crawl, use hands to manipulate tools and equipment, and repetitively reach with hands and arms.
- Must be physically capable of performing inspections, including climbing ladders and walking on rooftops.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EXPERIENCE, EDUCATION, CERTIFICATION:**

- Minimum two years of a college degree.
- Competency in English and Japanese.
- Must possess a valid California driver's license

The above statements describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required by employees in this position. Employees are expected to be flexible and responsive to changes in the scope of their duties. Employee may be asked to perform duties not listed in the job description, but which are also considered to be essential to the employment position. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the company. All employees are expected to be familiar with and adhere to Japan House's Personnel Policies and Procedures.

### **Acknowledged and Received:**

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Printed Name

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Date

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Employee Signature