



Buildings and Grounds Office Coordinator

Job Title: Buildings and Grounds Office Coordinator
Ministerial Designation: Non-Religiously Qualified, Non-exempt
Department: Buildings and Grounds
Status: Full-time, Regular
Typical Office Hours: M-F 7:00am to 3:30pm
Reports To: Buildings and Grounds Manager
Prepared Date: 8/21/24

Summary: Participates in the Mission and Ministry of Tenacre by supporting the Buildings and Grounds Manager and the Buildings and Grounds team in all aspects of the department activities during typical office hours, which may also include working overtime. Works with staff, residents, and contractors in a spirit of collaboration that supports the mission statement of Tenacre in morality, integrity, honesty, and speech.

Competencies

To perform the job successfully, an individual should be demonstrating the following competencies:

Integrity and Ethics:

Makes decisions and acts with Tenacre's long term interests in mind; is a good listener and approaches work from a basis that is thoughtful and caring. Maintains the highest ethical standards; handles confidential information responsibly. Is well versed in Tenacre's safety programs, procedures, policies and consistently follows them; makes tough decisions to ensure that safety remains front and center.

Attention to Detail:

Is thorough in accomplishing tasks no matter how small; monitors and checks work; plans and organizes time and resources efficiently even under the pressure of multiple demands.

Team Player:

Works cooperatively with others toward accomplishment of a shared goal; leverages own strengths and demonstrates understanding of weaknesses in order to most effectively contribute to a project; knows when to lead and when to follow; reinforces the team concept through all actions.

Demonstrates a Sense of Immediacy and Flexibility:

Sets high expectations and works through any perceived barriers to achieve results; demonstrates flexibility and adaptability to reprioritize tasks based on changing needs; can be counted on to get things done on time and with excellent quality and results.

Judgment: Gets questions answered from appropriate sources; uses initiative appropriately.

Apply Functional Knowledge: Obtains appropriate level of professional skill and knowledge to keep up with current developments in relevant areas. Learns these skills and information quickly.

Essential Duties and Responsibilities; other duties may be assigned.

- Reports directly to the manager of the Buildings and Grounds Department and follows through on all delegated tasks and projects
- Confers weekly with the Buildings and Grounds Manager to coordinate and prioritize office needs and goals
- Maintains a consistent presence at the Office Coordinator desk greeting visitors such as contractors, staff, inspectors, and guests; answers phones, monitors and responds to emails, coordinates urgent radio requests, and supports team members, coordinators, and managers with purchasing, incident reports, and other office needs.
- Maintains the Buildings and Grounds office by organizing operations, controls communications, designs filing systems, provides clerical functions, and plans and audits office systems and layouts for efficiency
- Supports all aspects of the 1234 and FreshService request process. Works with the Maintenance, Gardening, Barmore House, and Construction Projects coordinators to ensure requests are prioritized, processed, and closed out appropriately and timely
- Processes purchasing requests and maintains purchase order history, VISA log and receipts for Buildings and Grounds, Construction Projects, and Facilities Director orders
- Maintains departmental databases including preventative maintenance, work orders, purchasing, equipment, manuals, inventory tracking, and other databases
- Maintains the Facilities' Outlook calendar, contacts, and tasks lists
- Assists with scheduling and coordinating accommodation turnovers
- Utilizes communication tools such as telephone, voicemail, email, etc. to share pertinent information with all facets of the Tenacre community, as appropriate
- Utilizes office technology skillfully such as phones, paging systems, computers, copiers, and software applications
- Provides verbal and written information to community, contractors, vendors, staff, residents, and visitors
- Supports the Buildings and Grounds Department with reminders, calls to action and other useful coordination efforts for Manager and coordinators
- Provides advanced notifications about maintenance and construction projects to the affected individuals
- Prepares for and assists with meetings
- Regularly enters data into accounting spreadsheets for maintenance and project costs tracking

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty as stated above satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- High school diploma, general education degree (GED), or technical certificate, preferred
- 1-2 years' experience working in a professional, maintenance-related business environment, preferred
- Demonstrated ability to read, write, and speak English fluently, which is understandable by staff, vendors, and public
- Primary Christian Science Class instruction, preferred
- Member of The First Church of Christ, Scientist in Boston, Massachusetts, preferred

Certificates, Licenses, Registrations:

- A state issued driver's license required