

**SCHOOL DISTRICT NO. 63
(SAANICH)**

JOB DESCRIPTION

CLASSIFICATION

Clerical

POSITION

Facilities Coordinator

SUMMARY

Under the direction of the Director of Facilities, supports purchasing, procurement, and overall coordination of Facilities Office operations, including budget management. The Executive Assistant provides administrative and operational support to the Director of Facilities, Associate Director, and Facilities Supervisors.

Duties

Procurement & Budget Management

- Prepares confidential correspondence and reports, including documents related to land transactions
- Monitors Facilities budgets and prepares financial reports for Facilities Management
- Reviews purchasing requisitions and verifies receipt of goods and services in coordination with Facilities Supervisors
- Develops and writes Requests for Quotations (RFQs) and ensures completion of all tender documentation
- Reviews vendor proposals and liaises with suppliers to evaluate product and service offerings
- Maintains accurate records and documentation for all procurement-related activities
- Manages the automated tendering system (e.g., BC Bid)
- Processes and tracks project budgets, construction billing, and consultant invoices related to capital projects
- Oversees and establishes guidelines for invoice processing within Grounds and Maintenance
- Prepares and executes purchase orders and maintains the petty cash fund for the Facilities Department
- Handles all financial documentation related to Capital programming, including AFG and other funding streams

Administrative & Clerical Support

- Schedules meetings and coordinates travel arrangements
- Supports training logistics for Facilities staff
- Maintains consumable inventories for the department
- Records meeting minutes as required
- Screens visitors and incoming calls professionally

Software & Systems Oversight

- Coordinates departmental software systems, including GPS tracking, construction document control, and work order systems
- Generates reports for capital assets and responds to information requests from the Ministry of Education and other agencies

Other Duties

- Performs other related duties as required within the scope of knowledge and skills of the role

QUALIFICATIONS

- Diploma in Supply Chain Management, Accounting, Business Administration, or a related field
- Minimum of 4 years' combined experience in accounting, purchasing, and senior-level clerical work
- Strong knowledge of sourcing strategies, negotiation, vendor management, and contract administration
- Experience working in engineering or construction environments, with familiarity in standards, building codes, and compliance regulations
- Knowledge of public sector procurement processes and experience with Government Ministries is a strong asset
- Understanding of construction documentation including site drawings and as-builts
- Familiarity with leasing, contract management legislation, and associated legal components
- Excellent communication and problem-solving skills
- Demonstrated ability to work independently and proactively complete required tasks without supervision
- Advanced computer skills, including proficiency in Microsoft Office Suite and other specialized facilities management software

Date

May 2025