

Position Title:	Facilities Administrator	Position #:	FI850ONT. Facilities Administrator
Department:	Facilities, POE & IT	Salary Zone:	SU3
Revision Date:	November, 2017	Manager's Title:	Facilities Manager, Ontario
<p>POSITION SUMMARY : Responsible for supporting the Manager with the effective management of Cogeco facilities and property leases in the Ontario Division. Sources vendors for the purchase of goods and services related to the maintenance of Cogeco. Maintains records, verifies invoices, property assessments, analyses data, and prepares reports on vendor and lease contract performance. Provide backup to reception on occasion while maintaining ID/access system and parking records.</p>			
<p>KEY RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Provides administration support to the Facilities and POE-IT team, including but not limited to: writes and edits correspondence, follows up on projects, researches material, screens incoming correspondence and drafts responses and develops reports travel, booking support and ordering office supplies. 2. Provide as required, analyze and prepare business case requirements for capital investments as well as monitoring operational expenses. 3. Assists in coordinating Facility projects including preparing internal and external communications, preparing project documentation and tracking action plans. 4. Provide as required, prepared Projects, Project Budgets and Requisitions in Cogeco Financial System according to established procedures. 5. Tracks and reports KPI's on energy and utility consumption for corporate and BOD reporting. 6. Verifies invoices for accuracy for subsequent approval and submission to Accounts Payable. 7. Maintains required records of facilities contracts, leases and costs. Supports procurement with negotiations. 8. Support and coordinate Darwin consultant on-boarding activity for Visa's, related internal correspondence and building access requirements. 9. Participates and consolidates in the collection of information from the divisions and facilitates the implementation of approved facilities related initiatives. This also includes the tracking, analyzing and reporting of the results of each initiative. 10. Assists in the development, and monitoring of the annual facilities operating and capital budgets. Prepares analysis as required. 11. Provide occasional support and back up to switchboard while maintaining the Ontario security access ID system, parking database, mailroom and courier functionally. 12. Responds to automatic notices from the Contraxx Database regarding lease renewals and terminations, and ensures optimum follow-up as per defined procedures and standards. 13. Communicates with System managers, contractors and lease holders on behalf of the Manager regarding local maintenance issues and provides support as required. 14. Ensures oversight of work assigned for loss prevention, risk management, seasonal maintenance, HVAC and other daily activities. 15. Participate on Employee Engagement Team meetings and assist with related assigned activities. 16. Assists in the development and maintenance of forms, bulletins, procedures and related communications related to facilities. 17. Maintains Property and Master Insurance list for accuracy and annual reporting. 18. Tracks, records and maintains Federal Halocarbon vendor activity for compliance. 19. Supports Facilities Manager in organization and recordkeeping of Emergency Evacuation and Workplace Health and Safety Committee's with preparation of notices and agendas. 20. Prepares with Facilities Manager, annual Structural and Environmental Audit report for Board of Directors. 21. Receives Facility requests from users via Service Desk 		<p>ESSENTIAL QUALIFICATIONS</p> <p>ACADEMIC TRAINING</p> <ul style="list-style-type: none"> • College Diploma or combination of equivalent education and experience <p>WORK EXPERIENCE</p> <ul style="list-style-type: none"> • Minimum 3 years of relevant facility/property management administrative experience • 3+ years of exposure to managing external vendors and contract staff <p>SPECIFIC COMPETENCIES</p> <ul style="list-style-type: none"> • Ability to manage and organize multiple projects ensuring conflicting timelines are met. • Intermediate level proficiency in MS Office applications (Word, Excel, Access and PowerPoint), is required. • Demonstrated analytical skills both numeric and non-numeric, is preferred. • Working knowledge of financial systems and associated software programs and reporting functionalities, is preferred. • Solid interpersonal skills and customer focus. As an ambassador of Cogeco, demonstrates a high level of professionalism (i.e. demeanour, presentation) and a winning customer service attitude. • Demonstrated ability to read and understand legal contract language would be an asset. • General understanding of the cable communication industry and its equipment, would be an asset • Strong English verbal and written communication skills are required. Ability to speak and write French is an asset. • Experienced in effectively coordinating multiple projects, executing multiple tasks simultaneously and efficiently while working with conflicting priorities in a fast-paced environment, is required. • Demonstrated ability to communicate with external and internal parties in a professional manner is required. • Demonstrated teamwork skills, is required. • Exceptional organizational skills with a perspective that is detail oriented, focused on accuracy and thorough, is required. • Proactive thinker and problem solver, able to anticipate future requests • Solid interpersonal skill with a winning customer service attitude and high level of professionalism when dealing with problems and complaints is required. • Self-motivated with the ability to take initiative in identifying and resolving problems independently, and to monitor own work quality, is required. • Proven planning skills, is preferred. • Demonstrated ability to exercise judgment and use discretion with highly confidential materials is preferred. <p>PHYSICAL DEMANDS AND VISUAL ACUITY</p> <ul style="list-style-type: none"> • N/A <p>NOC CODE : 1241</p>	

<p>Ticketing System and assigns or escalates according to established procedures.</p> <p>22. Performs other duties as assigned.</p> <p>23. As part of their work, employees must take all necessary measures to ensure their own health and safety, and that of their co-workers and the public in general. They must use available personal protective equipment at all times, and comply with all Health & Safety instructions, guidelines, policies and procedures issued by the Company.</p> <p>24. To support Cogeco's ultimate goal of providing excellent service to current and potential customers, the incumbent must be constantly attentive and responsive to both internal business partners' needs and assist in the resolution of any issues or concerns in a timely and professional manner while ensuring that the solution meets needs.</p>	<p>At Cogeco, diversity is an essential asset to our organization's performance. We are committed to providing equal opportunities to all qualified individuals, regardless of cultural and individual differences. We strive to build teams which reflects the diverse profiles and backgrounds of both the customers and communities we serve, firmly believing that this distinguishes Cogeco from competitors and contributes to our signature of excellence.</p>
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