Invites applications for the following position(s):

COMPETITION NUMBER: 453
Administrative and Professional Staff (APSA)
Temporary Position
COORDINATOR, FACILITIES SERVICES, GRADE 7
FACILITIES MANAGEMENT - SURREY
POSITION NUMBER: 1547
REPOST
(If you applied to the original posting, you will be included in this competition.)

POSITION OUTLINE:
This position provides facilities-related customer services at the Surrey Campus, including ensuring the efficient operation and maintenance of the building systems, provision and repair of furnishings, preparation for special events, etc. Please note: This position is located at Central City, Surrey, BC.

QUALIFICATIONS:
- College diploma/certificate in Management, Property Management, Management Systems or Facilities Management, with 3 years of directly related experience, including 2 years in a supervisory capacity, or equivalent combination of education, training and experience.
- Proficient in use of computerized systems and computer software applications, including electronic mail, word processing, spreadsheet and database applications.
- Good knowledge of electrical, mechanical and building systems, schematics and drawings.
- Familiarity with building code and fire code regulations.
- Excellent oral and written communication and interpersonal skills.
- Strong background in accounting and budgeting.

SALARY RANGE: $54,900 to $65,561 per annum
START DATE: ASAP
POSITION END DATE: March 30, 2018

A detailed resume and cover letter quoting Competition #453 must be received in our office by 4:30 pm on October 10, 2017, addressed to the attention of Francesca Turrell, Human Resources Advisor. Please follow the application instructions at: http://www.sfu.ca/hr/prospective_employees/HowToApply.html.

We thank all applicants for their interest; however, only those selected for interviews will be contacted.

_The University is committed to the principle of equity in employment_
A more detailed job description may be obtained at www.sfu.ca/jobpostings.