



Facilities, Property & Systems Coordinator

The Role

One of our valued team members is making a career move, resulting in a rare opportunity for a suitably qualified Facilities, Property & Systems Coordinator to join our supportive Shared Services team.

Reporting to the Finance & Systems Team Leader, you will provide multi-faceted support across facilities, systems & property coordination, to ensure the day to day operation of several work sites. This is a full time, fixed term position until end June 2021.

What you will do

- Provide property administration support at our Mile End head office,
- Arrange ICT equipment purchase, basic equipment installation, basic ICT troubleshooting, & receipt of ICT inquiries for delegation to our ICT support provider;
- Assist with managing facilities matters including arranging cleaning contractors, security, and repairs and maintenance work;
- Contribute to the review and development of policies and procedures, business improvement projects & systems related training as required.

About you

This role will suit someone highly serviced orientated, proactive and organised, with the ability to manage multiple projects and tasks simultaneously. You will be a team player, with a collaborative and supportive approach, and a passion for what you do.

What you need

- Qualifications in Administration or ICT Systems is preferred, but it is essential that you have broad experience commensurate with the position;
- Excellent communication and interpersonal skills;
- High level of initiative to problem solve & follow up on issues relating to facilities, property, systems or supplies;
- Understanding of property management practices & related administration,
- Sound systems knowledge, including the ability to troubleshoot basic IT issues and complete basic IT equipment installations,;
- Sound administration skills & ability to use full range of MS suite of products;
- Experience working in facilities or property management roles, where a hands on approach was required.

Benefits of working for WSSSA:

- Salary sacrifice options
- Rewarding work in the community services sector
- On site massage & other wellbeing initiatives
- Bring your Pet to Work



To Apply

Applications must include a resume and cover letter, briefly addressing the Person Specification within the Position Description, which can be found on the WSSSA website:

<http://www.womenssafetysservices.com.au>

Applicants must:

- Hold a current full drivers licence
- Current or eligible for DHS Working with Children check and National Police Clearance

APPLICATIONS CLOSE: 29 November 2020

WSSSA is an Equal Opportunity Employer, committed to building our strengths through a diverse and inclusive workforce.

Aboriginal and Torres Strait Islander applicants, applicants of culturally diverse backgrounds, those with disability, and gender diverse applicants are strongly encouraged apply.