

Facilities and Systems Coordinator

Facilities operations, asset management, technology coordination, fleet administration, and internal support

Department	Facility Operations
Reports To	Director of Facility Operations
FLSA Status	Full-Time, Non-Exempt

Position Summary

The Facilities and Systems Coordinator supports the daily operation of company facilities, equipment, fleet, security access, technology coordination, and administrative support functions. This position serves as a key operational resource for employees, vendors, and leadership by coordinating maintenance activities, tracking assets, supporting onboarding and offboarding activities, maintaining records, and ensuring facilities and support systems operate efficiently throughout Indiana.

Primary purpose: Keep company facilities, equipment, fleet, technology, and support systems organized, functional, and responsive to daily operational needs.

Essential Duties and Responsibilities

Facilities & Preventive Maintenance

- Coordinate preventive maintenance schedules including HVAC filters, fire extinguishers, AEDs, emergency lighting, elevators, and safety inspections.
- Track vendor completion and maintain maintenance records.
- Assist with facility inspections and identify repair needs.
- Support preparedness and safety compliance activities.

Work Order Administration

- Receive, prioritize, complete, and close work orders.
- Maintain tracking logs and provide status reports on outstanding issues.
- Coordinate follow-up activities and escalation when necessary.

Vendor Management

- Maintain vendor directory and service contact information.
- Schedule service calls and vendor visits.
- Coordinate repair preparation and monitor vendor performance.

Asset & Inventory Management

- Maintain asset inventories and asset tagging programs.
- Track furniture, technology, printers, supplies, and equipment.
- Manage surplus equipment disposition and inventory records.

Fleet Administration

- Coordinate vehicle registrations, inspections, maintenance, and insurance renewals.

- Maintain driver records and fleet documentation.

Security & Access Administration

- Maintain key inventories, badge assignments, door-access permissions, alarm codes, and access audits.
- Coordinate camera review requests and security-related documentation.

Technology Coordination

- Maintain computer and technology inventories.
- Coordinate support requests with Exact IT and other vendors.
- Track support tickets, software licenses, equipment purchases, and copier issues.

Employee Support & Administrative Functions

- Coordinate phones, office setup, keys, badges, and equipment assignments for new hires and separating employees.
- Assist with mail distribution, supply ordering, visitor coordination, conference room setup, filing, and reports.

Role Boundaries and Cross-Functional Coordination

PRIMARY OWNERSHIP	PARTNERS CLOSELY WITH	DOES NOT INDEPENDENTLY OWN
• Facility coordination	• Director of Facility Operations	• HR decisions
• Maintenance tracking	• Human Resources	• Engineering decisions
• Asset inventories	• Security, IT, phone, internet vendors	• Financial approvals
• Fleet administration	• Leasing offices	• Compliance investigations
• Security administration	• Branch leadership	• Executive purchasing authority
• Technology coordination	• Corporate departments	
• Work-order management		

Minimum Qualifications

- High school diploma or GED required.
- Valid, active, point-free driver's license required.
- Must pass criminal background screening.
- Strong organization, customer service, communication, and problem-solving skills.
- Mechanically inclined and comfortable performing basic troubleshooting activities.
- Proficient with Microsoft Office, web browsers, printers, phone systems, and general office technology.
- Ability to manage multiple priorities and adapt to changing operational needs.

Preferred Qualifications

- Experience in facility operations, maintenance, building services, property management, or related field.
- Experience managing assets, fleet records, vendors, or work-order systems.
- Experience coordinating technology equipment and support requests.

Core Competencies

- Customer Service
- Organization and Follow-Through
- Mechanical Aptitude
- Problem Solving
- Adaptability
- Technology Proficiency
- Vendor Coordination
- Attention to Detail

Work Environment and Physical Requirements

- Frequent walking, standing, driving, lifting, and computer use.
- Ability to lift and move equipment and supplies up to 75 pounds.
- Regular travel throughout Indiana.
- May work in offices, warehouses, maintenance areas, and outdoor environments.

Acknowledgment

This job description describes the general nature and level of work expected. It is not an exhaustive list of all duties. Responsibilities may be modified based on organizational needs, applicable requirements, and reasonable business considerations. Nothing in this document changes the at-will nature of employment where applicable.

Employee Name: _____

Employee Signature

Date