

Archbold Expeditions Position Description

Title: Facilities Coordinator
Classification: Hourly
Supervisor: Human Resource / Risk Mgmt. Administrator

This is a full-time position that offers immediate health and dental benefits, retirement plan with matching employer contributions after one year, paid vacation and sick leave, and 10 paid holidays per year. Applicants must have U.S. citizenship or current authorization to work in the U.S.

To apply, please submit a cover letter, resume, and three professional references, to shawkins@archbold-station.org. Open until filled, with anticipated start date early August. EOE/AA Employer

Summary/Objective

Responsible for scheduling and coordinating needs of all Station visitors, oversee Guest Services, and providing administrative assistance to staff.

Essential Duties and Responsibilities

Facility Coordinator Duties

- Responsible for scheduling and coordinating lodging and meeting requests for groups, classes and visiting researchers
- Generate invoices for visitors and track payments
- Keep in close contact with the daily after-hours activities of the lodging and food service operations
- May need to occasionally work evenings and weekends to accommodate needs of groups
- Monitor Building Management System daily and schedule room occupancy for Learning Center and Lodge. Report alarms and concerns to Operations Manager
- Tracking facility usage using Excel spreadsheets
- Entering contact information utilizing Blackbaud database software

Receptionist Duties

- Process out-going mail, distribute in-coming mail, prepare out-going UPS and FedEx shipments.
- Assist walk-in guests; including directing to appropriate destination and collecting Releases of Liability forms.
- Maintain the "Intercom/Telephone Directory".
- Maintain brochure racks. Keep stocked and reorder brochures as needed.
- Process cash/credit cards transactions (petty cash, sales, lodging, meals, merchandise, outgoing mail and packages) and/or record merchandise/services to be billed.
- Track vehicle reservations, check outs and returns.
- Maintain Key Box and Key Assignment Book.
- Provide assistance to the Executive Assistant, HR Administrator, Director of Philanthropy and Operations Manager as requested.
- As time permits, copy, bind and laminate documents as directed by scientific staff.
- Responsible for retail merchandise and ordering new stock as needed.
- Responsible for company office supplies including supply inventory, tracking order requests, and ordering of supplies as needed.
- Responsible for first aid supplies, including keeping supplies stocked, periodically checking for out-of-date items, restocking first aid kits semi-annually, and placing orders as needed.

Emergency Services Duties

- Be familiar with and follow all Station's emergency policies and procedures.

- Provide office support during prescribed fires and wildfires activities during regularly scheduled and unscheduled hours, with little or no notice.
- Receive and relay fire calls and alarms in accordance with the Station's Fire Management Plan.
- Monitor weather radio for hazardous conditions and announce to staff/interns/visitors in field and around the station.

Other Duties and Responsibilities

- Provide quality client-centered services (internal/external)
- Handle confidential information with the highest degree of professionalism.
- Other duties as assigned.

Supervisory Responsibility

The Facilities Coordinator will supervise Guest Services staff.

Position Type/Expected Hours of Work

This is a full-time position working 30 to 40 hours per week; however, evening and weekend hours may be required with little or no notice.

Travel

Position does not involve traveling.

Work Environment

This job operates in a professional office environment, and routinely uses standard office equipment such as computers, phones and photocopiers.

Physical Demands

The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk or sit for long periods of time; and occasionally required to lift, push and pull items up to 50 pounds; climb stairs; reach, stoop, bend, kneel, crouch or crawl; talk or hear. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.

Required Education and Experience

- Prefer Associate's degree and 1 year experience in hospitality related field or High School diploma or GED with 2 years of experience in hospitality field.
- Advanced computer skills including MS Office (Word, Excel, Outlook).

Competencies and Additional Eligibility Qualifications

- An understanding of and commitment to the Archbold mission
- Familiarity with general office equipment.
- Process strong customer service skills to greet and handle visitors, via telephone or in person, in a professional and friendly manner.
- Ability to interact with individuals from all levels, including but not limited to staff, scientists, interns, donors, Board of Trustees, high-level organization leaders, and general public
- Possession of strong verbal and written communication skills.
- Ability to follow verbal and written instructions.
- Possession of strong organizational skills and detail oriented.
- Ability to multi-task, work independently on assigned tasks, establish priorities and meet deadlines.
- Ability to act effectively in emergency and stressful situations.