

Coordinator, Facilities and Building Services Life Sciences Innovation Hub

The Life Sciences Innovation Hub (LSI Hub) at the University of Calgary is a one-of-a-kind facility located within University Research Park. The LSI Hub will offer access to space (office, wet and dry labs, prototype maker space), entrepreneurial and business development programming, mentorship, and technical expertise for research-intensive startups and developing companies.

The 127,000 square foot facility will be operated by Innovate Calgary on behalf of the University of Calgary and its partners. This new initiative has created a number of exciting employment opportunities for talented individuals in the areas of Life Sciences and Engineering laboratory management, building and facilities management, startup support and office support.

We offer the successful candidate competitive salary and benefits and the chance to grow with a dynamic group of highly educated and motivated professionals working in what we believe to be, a business of the future.

We are currently accepting applications for the following position:

COORDINATOR, FACILITIES AND BUILDING SERVICES

Reporting to the Senior Manager LSI Hub Facilities, the coordinator will be responsible for the provision of client facing services in the LSI Hub. Working within budget and client service level objectives the position will ensure the successful operation of the Life Sciences Innovation Hub (LSI Hub) front desk and assist in the coordination and administration of the facility management and building services to ensure smooth day-to-day operations of the LSI Hub.

KEY ACCOUNTABILITIES

- Serve as an ambassador of Innovate Calgary's vision and mission in the innovation ecosystem;
- Welcome, anticipate and direct all clients, and guests, and coordinate signing in/out process;
- Respond to and redirect all telephone or electronic queries in an appropriate fashion;
- Maintain tenant, client and departmental directory;
- Maintain shared meeting room calendar and database permissions;
- Perform all front end opening and closing tasks;
- Maintain mailbox, facility use and parking database maintenance;
- Prepare facility and building services memo's, reports and event announcements;
- Coordinate catering set up and take down;
- Ensure shared stationery supplies inventory and equipment is maintained according to client needs;

- Ensure shared kitchen supplies inventory and equipment is maintained according to client needs;
- Coordinate facilities event set up;
- Coordinate meeting room preparedness for internal executive and management meetings;
- Assist in the coordination of tenancy move in and departure;
- Maintain inventory of facility owned furniture;
- Assist in the maintenance of the facility's fire warden and CPR trained occupants;
- Assist with the development of building services standard operating procedures;
- Assist with the annual review of facility and building services manuals;
- Assist in the creation of monthly billings for membership tenancy, facility use and parking;
- Coordinate workstation and/or office preparations for new hire onboarding;
- Initially, assist Director, Special Projects as required.

PERSONAL CHARACTERISTICS

- Able to work autonomously, demonstrating professionalism and maturity;
- Excellent time management skills, able to manage multiple priorities;
- Able to manage confidential information with tact and discretion;
- Strong attention to detail and problem solving skills;
- Demonstrates flexibility and dynamism.

REQUIRED SKILLS/QUALIFICATIONS

- 3 years of office management and /or facilities administration experience;
- Excellent written and verbal communication skills (English);
- The poise to deal calmly and professionally to defuse emotionally charged situations;
- Advanced MS word, Excel and Outlook skills;
- Able to lift 25 kilograms.

PREFERRED QUALIFICATIONS

- Facilities coordination or client/tenant services experience;
- Conflict resolution skills.

Please direct expressions of interest and qualifications to hr@innovatecalgary.com.

We thank all applicants for their interest, however, only those persons from whom we need further information, or who are being considered for an interview will be contacted.

Position will remain open until a successful applicant is selected.