

# NOW HIRING – Facilities Coordinator



**Do you enjoy working with a close team of supportive professionals? Do you want to commit to an organization with an outstanding record for safety and reliability? Are you searching for an employer who provides amazing perks and works hard to provide a work-life balance for their employees? If so, look no further!!**

The Facilities Coordinator plays an important role in ensuring the efficient and safe operations of our main Harbour Air Corporate Office Facility and our Crew Housing.

WORK HOURS: Mondays to Fridays, regular office hours.  
LOCATION: 4740 Agar Dr. Richmond  
TERM: Part-Time Temporary  
DEPARTMENT: Finance  
COMPENSATION AND BENEFITS: Competitive wage, flight perks (including buddy passes and global inter- airline partnerships), discounts at local restaurants and partner organizations, staff events and much more!

## Responsibilities and Expectations

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- Overseeing the maintenance, repair, and operation of buildings, equipment. Repair minor issues.
- Managing facility services such as cleaning, waste disposal, recycling and laundry.
- Ensuring compliance with health and safety regulations.
- Developing and implementing maintenance schedules and procedures.
- Scheduling and coordinating maintenance and repair work.
- Responding to maintenance requests and emergencies.
- Conduct regular inspections to identify maintenance needs and maintain quality standards.
- Manage equipment and supply needs, including furniture, kitchen and household, office, etc. for both the CHC building and for Harbour Crew Houses.
- Design and oversee the schedule for cleaning.
- Work with landlords to resolve issues as they arise.
- Communicating with stakeholders, including employees and management, regarding maintenance issues and updates.
- Preparing reports on maintenance activities, budget performance, and facility condition.
- Booking/ scheduling rooms, coordinating keys, communicating with tenants (employees) and leaders, communicate with accounting regarding payment of rentals
- Ensure appropriate signage is placed in the houses
- Work with leadership to update policy as required

## Qualifications

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- Clear and proven commitment to safety (for yourself and others) in line with our “Safety First” mandate
- Ability to multitask and prioritize assignments in a fast-paced and safety-sensitive environment
- Intermediate level Microsoft Excel
- Organized with attention to detail
- Excellent communication skills
- Scheduling experience an asset

## ABOUT HARBOUR AIR GROUP

- Launched in 1982, Harbour Air is North America’s largest seaplane airline. With around 500 employees, it flies more than half a million passengers annually both within BC and to/from Seattle, USA.

- Our people are the backbone of our organization, and we are committed to creating a culture that inspires one another to achieve extraordinary success. We have regularly been honored as the recipient of numerous awards including BC's Top 55 Employers, and Canada's Most Admired Corporate Cultures.

**APPLY NOW:** Email your resume and cover letter to [jobs@harbourair.com](mailto:jobs@harbourair.com) quoting 24-35 Facilities Coordinator

**DEADLINE:** Open until filled

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

*Harbour Air is an equal opportunity employer, we are committed to Diversity and Inclusion and value a diverse workforce. Together, we continue to build an inclusive culture that encourages, supports, and celebrates the diverse voices of our employees. It fuels our innovation and connects us closer to our customers and communities we serve.*

*Harbour Air is committed to developing a barrier-free recruitment process and work environment. Accommodations in relation to the job selection process are available upon request. If you require any accommodation, please email [jobs@harbourair.com](mailto:jobs@harbourair.com) and we'll work with you to meet your accessibility needs.*