

PROCESS:

Issued: January 25, 2012

PURPOSE:

The Facilities Project & Administrative Coordinator (FPAC) is responsible for providing a wide array of support ranging from direct support to Project Managers to support of the Director initiatives. This role is integral to project reporting, administrative support, and operational support.

DUTIES:

- Coordinates all office management principles by assisting in document transmissions, supply orders, IT work requests and all other office duties as requested.
- Reviews and updates departmental policies and procedures upon the direction of the Director.
- Responsible for the administration of the Record Management Policy and Procedures.
- Directly responsible for the Project Tracking Log and Green Light Reports by ensuring timely updates and general formatting corrections.
- Assists Project Managers in support of project initiatives such as taking and preparing project meeting minutes, site visits, project organization, distribution of documents, filing, etc.
- Monitors the Facilities Management Software for new projects and monitors project backlogs

REQUIRED SKILLS:

- Skills in both verbal and written communication.
- Skills in organization and filing
- Ability to read and understand policy documents.
- Ability to use and maneuver Microsoft Office programs.
- Basic computer knowledge and typing abilities.