

# EMPLOYMENT OPPORTUNITY

Women's College Hospital is the first and only independent, academic, ambulatory care hospital in Ontario with a primary focus on the health of women. If you're ready to be part of the future of healthcare, then you will want to join an institution in which the possibilities for creative innovation, breakthroughs in new thinking and groundbreaking work in academic ambulatory medicine are limitless. Women's College Hospital is committed to patient safety as a key professional value and an essential component of daily practice.

An exciting full time opportunity as a **Facilities and Operations Coordinator (Competition #250.17)** exists in the Facilities department reporting to the Manager, Facilities and Operations.

## **Summary of Duties, but not limited to:**

- Liaise with Project Company, FM/Security Service Provider, and hospital stakeholders
- Maintains strong knowledge of the Project Agreement to monitor outcomes and take action as required
- Supports the Manager of Facilities and Operations with the Outsourced Contract Management Process including the reconciliation of invoices, small work requests and variation requests
- Coordinates Operational and Facilities Requests including construction related projects as assigned by the Facilities and Operations Manager
- Facilitates department planning for all moves including: meeting with user groups and service provider/suppliers to discuss needs listed in the Facilities Action Form (FAF), identifying next steps for implementation including cost savings suggestions, coordinating the moves with all parties, and maintaining an accurate inventory of all furniture assets
- Maintains an accurate inventory of available space throughout the facility including updating of internal drawings
- Supports Manager of Facilities and Operations with hospital wide sustainability initiatives
- Supports the Manager of Facilities and Operations with procurement of goods and services as directed
- Works with the Capital Planning team to coordinate the procurement and disposal of hospital assets
- Responsible for operationalizing Emergency Preparedness activities
- Supports the Manager of Facilities with administrative responsibilities as required
- Prepare and distribute meeting agendas, meeting minutes and reports as well as other communications

As a role model and champion you will work to identify and integrate safe, best practices into daily activities to foster the delivery of safe and exemplary care.

The responsibilities described above are representative and are not to be construed as all-inclusive.

## **Qualifications/Skills:**

- Diploma in Project Management, Architecture, Interior Design or related discipline, or equivalent work experience an asset.
- Minimum three years' experience in a health care environment or healthcare related field.
- Membership in one or more of the following: PMI (Project Management Institute), IFMA (International Facility Management Association) an asset
- Excellent interpersonal and communication skills including strong presentation skills and the ability to produce high quality reports.
- Analytical approach to problem solving
- Ability to work in a team.
- Strong commitment to professional development.
- Demonstrated ability to facilitate and to champion change.

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- Ability to work with all levels of health care professionals to achieve quality of care.
- Advanced knowledge of Microsoft Word, PowerPoint, Excel, and AutoCAD
- Exceptional organizational skills sufficient to prioritize and complete assignments and projects independently, while balancing competing needs and attending to detail.
- Ability to read project-related architectural drawings an asset
- Good work ethic and attendance record required
- Professional behavior and communication that meets the standards of Women's College Hospital
- This position plays a critical role in acting as an advocate for safety and will demonstrate principles, practices and processes that will optimize a safe environment for all

**POSTING DATE: December 19, 2017**

**Please forward resumes via email to [HR@wchospital.ca](mailto:HR@wchospital.ca) with your name and the competition number in the subject line. (Example: Jane Smith, 1.17)**

**We thank you for your interest, however, only qualified applicants who are selected to be interviewed will be contacted.**

*Women's College Hospital is a fully affiliated teaching hospital of the University of Toronto and is committed to fairness and equity in employment and our recruitment and selection practices. We encourage applications from Aboriginal peoples, people with disabilities, members of sexual minority groups, members of racialized groups, women and any others who may contribute to the further diversification of our Hospital community. Accommodation will be provided in all parts of the hiring process as required under our Access for People with Disabilities policy. Applicants need to make their requirements known in advance.*