

SERVICES AND FACILITIES SUPERVISOR

The primary responsibilities of this position include the overall day-to-day operations of the building, facilities and grounds as well as the supervision of the Services and Facilities Technician.

Job Responsibilities

- Assign and supervise the day-to-day tasks of the Services and Facilities Technician
- Maintain computerized inventory control of all office supplies
- Oversee the collection, processing and distribution of incoming and outgoing mail and parcels
- Coordinate all office equipment and building maintenance and day-to-day operations
- Schedule and resolve any maintenance requests
- Schedule all other repairs with licensed vendors and oversee their work.
- Maintain building service and maintenance contracts
- Maintain company pool cars and schedule service, cleaning, and repairs as needed
- Perform touch up painting as needed
- Arrange for shredding of documents as needed
- Transport, dispose of or relocate furniture and fixtures as needed

Job Requirements

- Minimum of three (3) years' experience managing an office building
- Electrical, plumbing, and HVAC knowledge helpful
- Proficient in Microsoft Office for Windows software, including Word and Excel.
- Clean driving record
- Must have experience managing building maintenance staff

Physical Demands of Position

- Must be able to lift weight commensurate with duties assigned
- Light handyman work (light plumbing, cleaning pool cars, painting walls, etc.)
- Shoveling snow, removing ice, removing debris from outside grounds and parking lots
- Carry, move, and store furniture and fixtures
- Capable of climbing a ladder to heights required inside and outside of office buildings

If you have any questions regarding a specific job position or completing the [MedBen Employment Application](#), please contact MedBen Human Resources Director Diana Vlachos at (740) 522-7391 or dvlachos@medben.com.

MedBen is an equal opportunity employer, and we consider applicants for all positions without regard to race, color, religion, gender, national origin, age, marital or veteran status, the presence of a non-job related medical condition or disability, genetic information or any other legally protected status.

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