



## Operations Coordinator

**Reports to: Director of Operations**

## Job Description

### **Job Summary:**

The Operations Coordinator provides administrative support for the Director of Operations and ensures that the work order flow and vendor relationships are managed in accordance with the needs of the Operations Department, supporting the vision of The First Academy. He or she will be a Christian whose responsibilities include clerical duties for the Director of Operations, answering phone calls, logging webhelp desk requests, maintaining the schedule of the Director of Operations, and overseeing the calendar management for the department.

### **Essential Job Functions:**

- Calendar management for department, event calendaring for set ups, A/C scheduling and housekeeping needs. This includes software for gate/door access, and working closely with Athletic Dept. for porter scheduling at Athletic buildings/outlets.
- Manages insurance documents for all vendors that complete work on campus
- Serves as a key point of contact for the Safety Team. Respective responsibilities include monthly AED and Epi pen checks, assisting with drills and real life emergencies on campus, and assisting with morning and afternoon traffic
- Manages all building keys and performs key audits to maintain campus safety
- Manages radios and orders replacements as needed
- Processes all requisitions for payment to vendors through Abila; reconciles MasterCard charges
- Creates and updates maps and floor plans through PhotoShop
- Conducts campus walk-throughs with Fire Department, Health Department, and full interior and exterior walk-throughs for maintenance checks, including PSAC
- Schedules vendors for miscellaneous maintenance needs
- Create and manage project lists
- Assists with larger construction type projects and maintain warranty management
- Assists with major events such as Open House, Grandparent's Day, Homecoming parades, etc.
- Assists with even set-ups, mail and box deliveries, and housekeeping clean ups as needed
- Performs basic clerical tasks such as answering phones, delivering messages, systematically arranging letters, memoranda, invoices and other indexed documents according to an established system.
- Operates office equipment and responsible for the proper maintenance of copiers and other office equipment.
- Assist with proofing and editing of documents
- Completes miscellaneous tasks including copying, faxing, check requests, expense reports, ordering supplies, internet research, and other administrative duties as requested by the Director of Operations

**Required Qualifications and Experience:**

- Evidence a mature personal Christian faith consistent with the First Academy Statement of Faith including being a born again Christian, active Church member, exhibiting a close personal walk with Jesus Christ: modeling an exemplary Biblical lifestyle and evidencing maturity in the understanding and integration of sound Biblical principles in classroom instruction and personal counseling
- Facilities/Operations experience preferred
- Present a positive image of the school to others and to the community
- Ability to maintain an appropriate work/life balance
- Ability to maintain confidentiality pertaining to school matters
- Demonstrate strong problem solving and conflict resolution skills, incorporating the appropriate level of diplomacy and tact
- Must be flexible and able to adapt should needs on campus arise requiring immediate attention
- Possess solid communication skills, both written and verbal, strong organizational skills, ability to finish tasks in a timely manner and effectively partner and collaborate with others
- Anticipates needs and demonstrates initiative; able to work independently and stay on task
- Must be proficient in Microsoft Office applications and Google Office Suite applications
- Must be able to type 35 wpm

**Physical Requirements:**

	None	up to 1/3 (occasionally)	1/3 to 2/3 (frequently)	2/3 and more (regularly)	
Standing for prolonged periods					✓
Sitting for prolonged periods					✓
Talking					✓
Hearing audible alarms, voice commands with background noise					✓
Use of hands and fingers to grip, pinch, handle or feel objects, tools or controls					✓
Climb Stairs / Ladders					✓
Balance					✓
Stoop, kneel, crouch or crawl					✓
Reach, pull, push with hands and arms					✓

above head				
Reach, pull, push with hands and arms below head				✓
Repetition-using an input device-a keyboard or mouse-in a steady manner				✓
Lifting up to 50 pounds with control				✓
Pushing up to 50 pounds with control				✓
Close vision with or without corrective lens. ( <i>clear vision at 20 inches or less</i> )				✓
Distance Vision with or without corrective lens. ( <i>clear vision at 20 feet or more</i> )				✓
Peripheral Vision ( <i>ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point</i> )				✓
Depth Perception (vision, ability to judge distances and spatial relationships)				✓
Ability to maintain alertness and attentiveness up to 8 hours				✓
Ability to maintain concentration/focus (e.g., ability to interpret the work environment and make decisions on predetermined operating policies and procedure)				✓
Ability to smell				✓
Ability to work in wet, humid conditions (non-weather)				✓
Ability to work in outdoor weather conditions to include direct sunlight, heat or cold				✓
Will include exposure to Bodily Fluids (blood, vomit)			✓	
Noise Level-Loud Noise (Noise when raised conversation is needed)				✓

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

**Consistent attendance is a job requirement.**

