

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Title: Facilities Services Coordinator

Department: Facilities Services

OBU Mission Statement

OBU transforms lives by equipping students to pursue academic excellence, integrate faith with all areas of knowledge, engage a diverse world, and live worthy of the high calling of God in Christ.

Expectations for all Employees

Oklahoma Baptist University achieves its mission through a shared commitment to the following expectations. All employees must embrace these expectations and model them in their behavior.

- *Demonstrate commitment to the essentials of the Christian faith.*
- *Commit to the mission and vision of Oklahoma Baptist University.*
- *Treat people with dignity and respect.*
- *Build relationships on honesty, integrity, and trust.*
- *Strive for excellence through teamwork, leadership, and a strong work ethic.*
- *Manage human and financial resources wisely and efficiently.*

Purpose: The primary responsibility of the Facilities Services Coordinator is to serve as the initial point of contact for all visitors and employees to the Eyre Building. They coordinate all aspects of the office administrative functions in Facilities Services (FS). Specific duties of this position include purchasing, receiving, processing invoices, contractor payments, utility bills, and inter-departmental billing. The FS Coordinator also ensures office student workers' duties are assigned and carried out, serving in the capacity of a lead worker.

Essential Functions:

- Complete administrative assignments from the Facilities Services Management Team.
- Assist FS management in purchasing items for the daily operations of the department and projects performed by Facilities Services and outside contractors. This includes interactions with vendors, research, obtaining specifications, securing quotes, creating purchase orders, tracking shipments, checking in receivables, and helping coordinate distribution of items received.
- Coordinate the purchase of, maintain inventory of, and manage the distribution of, items such as copy paper, toner, copy and fax machine cartridges, and miscellaneous stock room supplies needed for the daily operations of the department.
- Prepare invoices to be submitted to the Business Office for payment. This includes assigning correct account and purchase order numbers to invoices, assuring that purchase orders and their associated invoices are reconciled, that invoices are reconciled to statements, and that invoices are paid timely.
- Prepare interdepartmental charges on billable items and allocate internal charges to various appropriate departments.
- Maintain records as needed for the above-mentioned purchasing, inventory control, and billable items.
- Develop and maintain expertise in Asset Essentials software; provide ongoing training and guidance to maintenance staff to ensure accurate work order management, asset tracking, and system utilization.

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- Prepare, distribute, and close Service Requests for the Department.

Other Duties:

- Any additional duties assigned by the Facilities Services Management Team.

Required Qualifications:

- Ability to work on-site in the office with hours set primarily from 8:00 a.m. - 5:00 p.m. Monday through Friday, subject to change at management's discretion to meet business needs.
- Knowledge of proper business communications, including proper grammar, spelling, and punctuation. Knowledge of methods and procedures pertaining to purchasing, accounting, and record keeping.
- Proficient in the use of computers and software including, but not limited to Microsoft Office applications and ability to learn and use proprietary (CMMS) Computerized Maintenance Management System software and campus financial software.
- Must be outgoing, energetic, possess high standards of conduct, and be professional in appearance and attitude.
- Ability to effectively communicate with students, faculty, coaches, co-workers, vendors, suppliers, etc. in a courteous manner.
- Ability to work independently with minimal supervision.
- Ability to sit, stand, climb, bend, kneel, grasp, for extended periods of time.
- Ability to operate, with dexterity, copiers, fax machines, electronic calculators, telephones, personal computers, and other office machines.
- Ability to see sufficiently well to operate equipment used.
- Ability to lift 30 lbs. properly and safely.
- High School Diploma.
- 1 - 2 years' experience in office management, purchasing, record keeping, and accounting.
- Possess and maintain a valid Oklahoma driver's license.
- Must be an active member of a local evangelical church.

Education:

Preferred: Associate's degree

Special Requirements:

- Must be a member of a local evangelical* Christian church.
*Evangelical is a broad term referring to segment within Christianity which maintains the authority of the Bible and the belief in salvation by faith in Jesus alone.
- Please apply using the link for "Support Staff Applications" on the OBU website at: <https://www.okbu.edu/hr/jobs.html>
- This person must be willing: when asked; to step outside this limited description of duties and perform any job required in special circumstances. This person will be required to work after hours (nights or weekends) for special campus events and when emergencies arise.

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OBU Benefits Summary:

OBU understands that our employees are our most valuable assets when fulfilling our mission. We strive to offer an extensive array of benefits and opportunities for employees to choose from. Full-time employees benefit from the generous OBU provision of premium contributions for nationwide family-friendly Health and Dental coverages along with free life insurance that includes accidental death and dismemberment equal to an employee's base salary. OBU provides access to optional employee-paid ancillary benefits like vision, hospitalization, critical illness, accident, additional employee-paid family life insurance coverages, and education benefits at OBU and other institutions of higher education. There is generous paid time off that includes annual granted vacation time, accrued sick leave, six annual holidays, and week-long breaks for Thanksgiving and Christmas that include energy conservation days. For all employees working at least half-time, there is an employer matching opportunity for retirement investments in a 403(b)(9) plan administered by Guide Stone. There are numerous other perks and opportunities for OBU employees including FREE family membership to the OBU Recreation and Wellness Center or RAWC, Global outreach university mission trips, cafeteria discounts, and parking privileges to name a few. For more information about the current OBU employee benefits and opportunities, please contact the Human Resources staff at HR@okbu.edu.