

JOB OPPORTUNITY

Position Title: Facilities Coordinator

Position Type: Regular/Full-Time – *OPSEU represented*

Location: Mississauga, ON

Job Band: 4

Salary Range: \$27.68 to \$33.07/hour

Hours of work: 36.25 hours/week

Reporting to: Manager, Facilities

This posting is applicable to: Internal/External Applicants

Skilled Trades Ontario (STO) is a Crown agency responsible for skilled trades certification in Ontario, which includes:

- **Establishing apprenticeship programs**, including training standards, curriculum standards and certification exams.
- **Administering apprenticeship programs**, including approving apprentices and sponsors, registering training agreements and assessing applications for apprenticeship program completion.
- **Issuing certificates of apprenticeship** to completed Ontario apprentices.
- **Assessing experience and qualifications** of individuals who have not completed an apprenticeship program in Ontario.
- **Administering exams**, including certifying exams, in all trades subject to certifying exams.
- **Issuing Certificates of Qualification** in all trades with certifying exams.
- **Renewing Certificates of Qualification** in compulsory trades.
- **Maintaining a Public Register** of people authorized to work in compulsory trades.
- **Researching** apprenticeships and the trades.

The Facilities Coordinator is responsible for supporting the day-to-day operations, maintenance, and safety of Skilled Trades Ontario's headquarters office environment, ensuring a functional, efficient, and comfortable workplace. This role coordinates facility-related services, including maintenance, repairs, vendor management, space planning, and office logistics.

Working closely with internal teams and external service providers, the Facilities Coordinator ensures that building systems, equipment, and office spaces are properly maintained and meet health, safety, and regulatory standards. The role also supports workplace initiatives, including office relocations, workstation setup, and the management of supplies and equipment inventory.

The Facilities Coordinator plays a key role in handling service requests, quickly resolving facility issues, and maintaining accurate records related to maintenance schedules, inspections, and service agreements. This role requires strong organizational, problem-solving, and communication skills, with the ability to manage multiple priorities and deliver high-quality service in a dynamic office environment.

Responsibilities:

General

- Coordinates the ordering of office supplies, office equipment, and other supplies and services as requested by the Manager of Facilities in accordance with purchasing policies and budgetary restrictions.
- Conducts physical inspections of the office premises, hallways, common areas, restrooms, etc., noting items that might need repair, maintenance, clean-up, or are a hazard and reports the same to the appropriate building staff for resolution.
- Conducts safety inspections of the office premises, identifying potential hazards, and taking action to mitigate risks.
- Prioritizes work orders, handles urgent requests, responds to staff facilities requests, and completes assigned facility support.
- Tracks routine maintenance schedules for equipment and facilities, ensuring that furniture, equipment and fixtures are kept in good working order.
- Arranges furniture and equipment repairs and ensures the work is completed on time and within budget.
- Coordinates and act on facility-related projects such as office configurations, renovations or relocations, ensuring timely completion and budget adherence.
- Oversees the building access card and parking users list, facilitates the ordering, programming, and assignment of employee and guest access cards.
- Manages relationships with vendors and ensures that vendors deliver services as agreed.
- Responds to emergencies, such as power outages, floods, or other disasters, and takes appropriate action to protect employees and facilities.
- Serve as the primary point of contact for facility-related queries and concerns. Resolving issues efficiently to maintain a productive work environment.
- Provides backup support for the reception desk, as needed.
- Other duties as assigned.

Qualifications:

- Post-secondary education in facilities management, business administration, or a related field.

- 2–5 years of experience in facilities coordination, property management, or office administration.
- Basic knowledge of occupational health and safety (e.g., WHMIS, first aid, or similar certifications).
- Experience working with external vendors and service providers.
- Proficiency in Microsoft Office (Excel, Outlook, Word).

Knowledge of:

- Understanding of building systems (HVAC, electrical, plumbing, fire safety)
- Familiarity with workplace health and safety regulations (e.g., OH&S standards)
- Knowledge of preventive maintenance practices and facility operations
- Understanding of vendor management and service contracts
- Awareness of workplace ergonomics and office space planning principles
- Basic financial knowledge (budget tracking, invoice processing, cost control)

Skills:

- Problem-solving skills: able to identify problems, develop solutions, and take appropriate action to resolve issues.
- Communication skills: excellent communication skills to liaise with vendors, contractors, and employees and to provide clear instructions and guidance.
- Organizational skills: to manage multiple tasks and priorities effectively, ensuring that deadlines are met and resources are utilized efficiently.
- Time management: be able to manage time effectively, prioritizing tasks and ensuring that deadlines are met.

What STO Offers:

- Work-life balance
- Comprehensive health and dental benefits
- RRSP matching (up to 6%).
- Employee Assistance Program (EAP) through TELUS Health with employee perks

How to Apply: Please submit your resume by **April 29, 2026** on ADP via the following link:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ca763c0a-275d-409e-95c5-2b5d98d0de89&cclId=19000101_000001&jobId=609902&lang=en_CA&source=CC2

Our Recruitment Process Includes:

- Step 1: Resume Screening
- Step 2: Phone Screening
- Step 3: Panel Interview(s)/Assignment
- Step 4: Selection
- Step 5: Offer of Employment

We thank all applicants for their interest and will only contact those whose skills, knowledge, and experience most closely match the requirements of the position.

Skilled Trades Ontario embraces diversity and is committed to creating an inclusive workplace. Our goal is to attract, develop and retain highly talented employees from diverse backgrounds, allowing us to benefit from a wide variety of experiences and perspectives. In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, and Skilled Trades Ontario's Accommodation Policy, accommodation will be provided at any point throughout the hiring process, provided the candidate makes their accommodation needs known to Skilled Trades Ontario. We welcome applications from all qualified persons.

Skilled Trades Ontario is an equal opportunity employer.