

American Baptist Home Mission Societies (ABHMS)

**Is hiring a Facilities Coordinator?**

American Baptist Home Mission Societies has a vision of a better world. A world transformed by the healing power of the Gospel. A world transformed by passionate American Baptist leaders and disciples who are creating and building ministries that meet human needs. To bring the healing Gospel to our hurting world, we seek new and creative opportunities for cultivating Christian leaders from all walks of life, for equipping disciples who broaden the understanding of what it means to follow Jesus, and for working on behalf of freedom, justice and the biblical ideals of Beloved Community.

ABHMS needs a Facilities Coordinator to support the onsite management of our state-of-the-art mission and learning center located in the growing business district of King of Prussia. The Facilities Coordinator is a diverse role focused on mail services, facilities services and vendor coordination. The Facilities Coordinator maintains the productive and efficient operation of the physical job site through hospitality and quality workmanship within a given budget.

This is a full-time salaried position based in our Valley Forge corporate offices. The successful candidate must be available to start work in mid/late July.

**Essential Duties and Responsibilities**

**Mail Services**

* Plan, schedule, and coordinate the daily operations of mail services, including distribution of mail, packages and deliveries.
* Maintain a thorough knowledge of local, state and federal postal regulations.
* Responsible for coordinating and supervising daily courier services to all building tenants, including special on-demand services for time critical deliveries.
* Oversee the use and maintenance of all mail room supplies and equipment.
* Make recommendations regarding enhancements to ensure optimal performance of postal systems.

**Facilities Services and** **Vendor Coordinator**

* Assist with the set-up of the ABHMS Conference and Learning Centers, located on site, as required by the staff/client/customer.
* Assists with receiving and dispatching of work requests to technical staff, vendors or other services providers; includes addressing work requests in a timely and professional manner and serving as an on-site escort for vendors.
* Assists with the coordination and scheduling of maintenance activities. Provides coordination and/or support for meetings and conference room reservations, as needed and directed.
* Maintain adequate supplies for Copy and Print Center as well as provide production support for medium/large-sized copy/print/scanning/binding requests

**Additional Services**

* Member of the ABHMS Mission Center Safety Committee
* Demonstrate leadership, responsiveness and creativity in finding solutions for service delivery, all within the approved facility budget.
* Acts collaboratively to solve problems and resolve spontaneous and unique situations with professionalism.
* Other relevant duties/projects as assigned.

**Skills, Abilities & Educational Requirements**

* Strong attention to detail and exemplary workmanship
* Excellent customer service skills
* Proven experience in building strong relationships, effective communication, and results-driven teamwork
* Proficient knowledge of Microsoft Office software (Word, Excel, Outlook, Sharepoint)
* Ability to prioritize diverse workload
* Ability to lift maximum of 65 lbs.
* Work involves varying degrees of standing, walking, bending, lifting, and repetitive motion.
* Valid driver’s license with a clean driving record required; has car available for business use.
* High School Diploma
* Experience working in corporate or conference facilities preferred

**ABHMS** is a great place to work! We offer an excellent compensation package: competitive salary and benefits (health insurance, paid time off and paid sick time, participation in a fully-vested 403b). ABHMS provides the support needed to continue to develop our staff’s knowledge, skills and abilities along their chosen career path consistent with ABHMS’ missional priorities and objectives. We offer a safe, professional work environment located at 588 North Gulph Road in King of Prussia, PA.

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