

Office Services and Facilities Coordinator

Conference and Events Department

Summary:

Coordinates operations of the Los Angeles office, including facilities, records, and office services.

Email resume [here](#) to apply

Requirements:

- Bachelor's degree (preferred) and 5 years experience in law firm or other service oriented environment.
- Excellent written, verbal, organizational, technical, and interpersonal skills.
- Strong leadership and customer service skills.

Duties and Responsibilities:

- Coordinates requests for proposals from vendors for facility-related items, supplies, and contracts. Collects information regarding the requirements for and the condition of facility-related equipment. Monitors service quality, cost effectiveness, and makes recommendations to the Director of Administration.
- Monitors office security in cooperation with the firm wide Director of Security. Monitors adherence to fire codes, coordinates scheduled selection and training of emergency teams, and maintains emergency equipment. Performs ergonomic assessments.
- Coordinates and monitors building services including janitorial services, outside janitor services, recycling, and shredding. Oversees the purchase of various cleaning supplies, kitchen equipment, etc. Maintains maintenance records, operating manuals, and purchasing records on designated furniture and equipment.
- Coordinates monthly, semi-annual, and annual space maintenance programs (i.e. carpet cleaning, drapery cleaning, upholstery cleaning, furniture cleaning, wall covering cleaning).
- Coordinates the delivery/distribution of furniture to ensure the process is smooth and non-disruptive; checks to see that all incoming capital items are bar coded and scanned.
- Acts as Project Manager for certain space-related projects/office moves; conducts quality review inspections of office set-ups.
- Arranges conference room set-ups as requested.
- Maintains/orders office and kitchen supply inventory. Oversees the workflow of duplicating and mailing in coordination with outsourced Office Services Clerks.

Duties and Responsibilities (continued):

- Updates the fixed asset database in order to track movement of assets.
- Provides input to and monitors department budgets and audit reports.
- Occasional overtime and weekend assistance as needed.
- Performs other duties and projects as needed.
- Uphold high standards of confidentiality, discretion, and integrity, particularly with respect to all sensitive and/or confidential firm and client information to which this position will have access.

Status: Non-Exempt

Reports To: Director of Administration

Salary Range (CA): \$52,500 - \$74,000 (Dependent on experience)

Workplace Type: On-site

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