

MAINTENANCE & ASSETS COORDINATOR

Yaandina Community Services is the largest local provider of community services in the Pilbara. We are an organisation that makes a real difference to the community and people's lives.

We are seeking an organised and self-motivated **Maintenance & Assets Coordinator** to join our team in Roebourne. You will be responsible for managing the maintenance activities across all our facilities. You will have strong people leadership, with a strong emphasis on effective people performance. You will lead a team of Maintenance Officers in the completion of all maintenance activities. You will be responsible for:

- scheduling and planning all routine maintenance activities;
- monitoring progress against work schedules and objectives;
- maintaining live workflow and document management system at all times.

Along with your trade or property management background you will have extensive experience in all facets of building maintenance. You will work without direct supervision, be adaptive and able exercise independent and considered judgment. Additionally, you will have:

- experience in engaging with and coordinating contractors to complete works;
- a strong understanding of and commitment to WH&S requirements with a proven safety focus;
- demonstrated experience in Asset Management Software;
- excellent communication and organisational skills, with the ability to manage reporting requirements and deadlines.

A current WA Driver's License and a National Police Clearance, are prerequisites for this position.

The Benefits!

- A competitive salary of \$95,400 plus superannuation
- Attractive salary packaging options and a company vehicle for travel to and from site;
- Employee discounts from a number of trusted businesses;
- A challenging but very rewarding opportunity with the ability to make a difference to a rapidly growing, successful NFP;
- Be part of a values driven, mission focused team, who are creating life changing opportunities for our clients.

To join our team, please send your application to recruitment@yaandina.org

This role is available to City of Karratha (including Wickham, Roebourne and Point Samson) residents only.

We are an Equal Employment Opportunity (EEO) employer and are committed to building a workplace culture that values diversity and inclusion. We welcome, actively support and promote the employment of Aboriginal and Torres Strait Islanders, people with disabilities, LGBTI, culturally and linguistically diverse (CALD) backgrounds and other diversity group.

