

Advance Auto Parts Job Description

Job Title: Facilities Coordinator I

Department: Facilities Management

Reports To: Facilities Management Team Leader

FLSA Status: Non-Exempt

SUMMARY Coordinates and manages the daily maintenance and repair needs for all assigned store locations to ensure that our stores provide a comfortable and safe environment for our team members and customers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for the daily receipt and prioritization of service requests from store team.

Generate work orders or landlord notifications for service per lease language determining the responsible party

Work with vendors to ensure timely completion of service and/or quoting of necessary repairs/replacements

Review submitted quotes, within signing authority, for correct scope of work and pricing based on usual and customary rates; solicit comparable quotes as necessary.

Prepare quotes above signing authority for submittal to supervisor for approval.

Review all maintenance repair projects to ensure that all possible warranty issues are submitted as warranty work to reduce unnecessary costs to the stores.

Follow up with store team to ensure quality of work performed by vendor / landlord representatives

Serve as direct contact for General Managers, District Managers and Landlords for any facilities management-related issues for assigned store locations

Ensures accuracy of all facilities management records to include, but not be limited to, information pertaining to maintenance repairs / replacements in the facilities management software, landlord documentation for store maintenance files, etc.

QUALIFICATIONS To perform this job successfully, a Team Member must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable a Team Member with disabilities to perform the essential functions.

LANGUAGE SKILLS

Ability to read and comprehend common facilities management documents, instructions, journals, and leases.

Must be able to effectively communicate orally and in writing with the Operations Team, service providers and other Facilities Management Team Members

Must have the ability to effectively present information in one-on-one and small group situations to customers, clients, and other team members.

ELECTRONICS SKILLS

Must be computer-literate and comfortable in an electronic environment Must be proficient with Microsoft Office applications

specifically Outlook and Excel

Must be capable of using multi-line phone system including voice mail

MATHEMATICAL SKILLS

Ability to perform basic mathematical calculations.

CUSTOMER SERVICE SKILLS

Must be customer-service oriented

REASONING ABILITY

Ability to define problems, establishes facts, draw conclusions, and make decisions in a timely manner.

Ability to multi-task and prioritize based upon varying degrees of information provided.

EDUCATION and or EXPERIENCE

High school diploma or general education degree (GED) required with one year of related experience and/or training; or multi-unit retail operation experience.

HOW TO APPLY

Submit a resume to corporatestaffing@advance-auto.com or to visit www.advanceautoparts.jobs and search for job id: 13903 and apply through our website.