JOB TITLE: FMGT1 - Junior Planner

DEPARTMENT NAME: Facilities Management, Interior Modification Services

CONTACT NAME: Kim Fawthorpe, Manager Interior Modification Services

JOB DESCRIPTION:

Maintain interior design library and samples, organize and catalog all current sample assets.

Assist with the creation of an electronic building finishes log showing all interior finish details by building/room. Assist with compiling samples for presentation and inclusion in log.

Inventory all surplus furniture assets in three warehouse locations on campus. Update electronic spreadsheet with inventory details. Assess surplus assets for condition and tagging for disposal as required.

Assist Project Managers and Planners with meeting scheduling, filing and printing.

Other general duties as required.

QUALIFICATIONS:
Proficient with MS suite of software and experience working with a data base in excel. Strong interpersonal and communication skills, both written and oral. Able to work in a team environment to support our day to day operations. Detail oriented for accuracy. Self-motivated and conscientious worker. Strong organizational and time management skills. Ability to be flexible and adaptable.

JOB LOCATION ON-CAMPUS: Saunders Building, Facilities Management

WORK STUDY WAGE: $13.50 (including 4% vacation pay)

DEPARTMENT TOP UP: $0.00

HOURS AVAILABLE: 200 hours

HOW TO APPLY:

Send Cover Letter and Resume to:
Julie Ellerton
Facilities Management
University of Victoria
PO Box 1700 STN CSC
Victoria BC V8W 2Y2

Or
Via Email to: ellerton@uvic.ca

Applicants must be eligible for Work Study Program
For details go to: http://www.uvic.ca/registrar/safa/work-study/index.php