



## Facilities Coordinator – Vancouver

This year, Odlum Brown celebrates its 98<sup>th</sup> anniversary as an independent, employee-owned, full-service investment firm. We are honoured to be recognized as one of Canada's Best Managed Companies for 22 consecutive years and as one of Canada's Most Admired™ Corporate Cultures.

### CULTURE AND VALUES

We are very proud of the vibrant culture that we have built and sustained for many years. It's the way we do things, how we make decisions and what defines which behaviours work and don't work – it's what makes up our DNA.

Our values are the cornerstone of our culture, a set of principles that provide a compass for our actions and unify us as a team.

### PEOPLE

We have skiers, mountain bikers, hockey players, runners, volleyball players, movie buffs, bookworms, animal lovers, musicians, yogis, world travelers and every other variety of person you can imagine. You will work with really interesting people and make great friends, too.

### COMMUNITY

We are serious about supporting the communities where we live and work. In 2020, Odlum Brown was the recipient of the Canada's Volunteer Award in the Business Leader category for British Columbia and the North. This national recognition by the Canadian government is the result of our team members' actions and continued support for various causes and organizations in our communities. We are committed in heart and mind to everything we do in the community, and we work hard to inspire passion and fun while doing it.

### PROFESSIONAL DEVELOPMENT

Continuous learning matters. We are committed to providing career-long support for learning and growth.

### THE OPPORTUNITY

**We currently have an opportunity for a Facilities Coordinator to join our award-winning firm in our Vancouver office.**

### RESPONSIBILITIES

- Responsible for setting up room layouts for meetings in accordance with the needs of the meeting organizer
- Liaise with IT Operations to ensure that requested audiovisual equipment is set up in meeting rooms
- Ensure meeting rooms are left in tidy and professional condition following all meetings
- Process catering orders with catering companies
- Maintain kitchen facilities
- Monitor kitchen supplies inventory and place orders
- Ensure workspaces are prepared for new team members
- Update floorplans with new team member locations on the firm's intranet site
- Carry out administrative duties as directed by the Facilities Operations Manager



#### QUALIFICATIONS AND EDUCATIONAL REQUIREMENTS

- Previous hospitality experience would be an asset

#### KNOWLEDGE AND EXPERIENCE

- Physical capability to move tables, chairs and other equipment
- Highly motivated and flexible individual who can work independently as well as in a team
- Self-discipline, drive and accountability

Our team is growing and we've got room for one more if you're interested. If this sounds like the environment you'd like to work in and you have the credentials and experience for this job, we invite you to submit a cover letter and resume to [hr@odlumbrown.com](mailto:hr@odlumbrown.com) by **October 18, 2021**.

Candidates must be legally eligible to work in Canada. Full disclosure of any restrictions must be disclosed at the time of expressing interest and supporting evidence provided prior to any potential offer of employment.

As part of fulfilling our responsibility to ensure a healthy and safe workplace, and in alignment with public health measures, Odlum Brown has a mandatory vaccination policy for all team members working on site at any Odlum Brown office. Our firm requires all team members to be fully vaccinated by October 25, 2021.

We appreciate your interest and thank you for taking the time to consider this opportunity. We will be in touch with individuals whose profiles most closely match what's needed to be successful in this role.