FACILITY SERVICES SERVICE RESPONSE COORDINATOR

FULL TIME POSITION

Hours: Monday – Friday   7:30am– 4:30pm

Answers service calls and assigns work orders from the campus community to maintenance personnel. Assigns and distributes parking permits. Enters and invoices parking violations. Assigns keys for campus buildings. Handles fleet billings, maintains mileage sheets, checks vehicles in and out, verifies & assigns journeys. Pulls work order reports and performs other tasks as assigned. Assists with mailroom when required, sorts & distributes mail, assists customers with packages, sells stamps, balances cash drawer.

Requires strong organizational skills and the ability to juggle multiple tasks at one time, excellent verbal and written communication skills, along with use of Microsoft Office, Word and Excel.

Work Environment:

Very little possibility of safety risks. Occasional conflicting demands, time pressures, deadlines, or emergencies. Some sustained concentration. Some physical effort or dexterity.

BENEFITS:

- Vacation
- PTO
- Health, Dental, Vision

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