

Facilities Coordinator

Willdan Group, Inc. has an immediate opening for a Facilities Coordinator at our corporate headquarters located in The Platinum Triangle in Anaheim, CA.

We are looking for someone team-oriented with a willingness and desire to learn and take on additional responsibilities.

Responsibilities include:

- Complete and maintain facilities' drawings in AutoCAD
- Support day to day operations at the corporate office
- Maintain offsite storage including office supplies, postage, delivery services, coffee supplies
- Maintain lease spreadsheets
- Coordinate monthly and yearly fire extinguisher maintenance for all facilities
- Create purchase orders and process invoices
- Assist in reviewing lease documents
- Assist with asset management
- Participate with the selection of movers and other necessary specialty trade contractors/vendors
- Coordinate and assist with the strategic planning and opening of new office spaces

Requirements include:

- Bachelor's degree preferred and a minimum of 2-4 years experience or the equivalent combination of experience and education
- Strong AutoCAD skills
- Proficient in MS Office products, including Excel, Word and Outlook
- Detail-oriented with excellent multi-tasking skills
- Highly articulate with excellent communication and strong customer service skills
- Works well independently
- Overtime, evening and weekend work may be necessary depending on workload and move schedule. Some travel may be required

Willdan offers competitive wages and benefits including 100% premium paid dental, vision and life insurance. Medical premium is company paid at 75-85% and effective on date of hire. We offer a 401(k) plan with matching and an Employee Stock Purchase Plan.

EOE/M/F/D/V

Interested Applicants should e-mail resume to hr@willdan.com or fax to 714-940-6385 with "FC" in the subject line.

About Willdan Group, Inc.

Founded over 40 years ago, Willdan is a provider of outsourced services to public and private agencies and utilities located primarily in California and New York. Willdan assists cities, public utilities and other government agencies and, to a lesser extent, private industry with a broad range of services, including civil engineering, building and safety services, geotechnical engineering, energy efficiency, water conservation, renewable resource strategy, financial and economic consulting, disaster preparedness and homeland security. For additional information, please visit Willdan's website at www.willdan.com

