

**Title:** Facilities Project Coordinator

**Position Description:**

Are you a born leader with a true talent for coordinating a wide variety of projects? Ensuring that our facilities meet the same standards of quality as our cars, you will manage facilities **planning and operations projects** from start to finish. This will include overseeing construction, equipment and system installations, directing building/equipment maintenance and repair, coordinating office layout changes, developing scopes of work and managing project budgets. Additional duties will include evaluating bids, reviewing contract agreements and maintaining the property register, fixed assets identification programs, building drawing files and equipment specification folders.

**Position Requirements:**

Keys to success in this project management role include:

Related Bachelor's degree or equivalent

4-6 years of experience in project management with strong emphasis on facilities planning

Demonstrated knowledge of building/equipment repair and maintenance, budget/contract management and the oversight of field contractors

Proficiency with MS Windows, project management software and related programs

Excellent negotiation, planning, organizational and written/verbal communication skills

Blueprint reading or AutoCAD experience is a plus

Professional training in mechanical, electrical or plumbing is beneficial

**Company Overview:**

At **Honda R&D Americas, Inc.**, our unique approach and hands-on atmosphere give you the opportunity to learn through doing, ownership, responsibility and autonomy. That's because we believe that growth is achieved by seeking new challenges. And it's this philosophy that you will find in the way we do business and the expectations we have of our associates.

Do more - and do it sooner - with Honda R&D.

**Response Information:**

Be part of the excitement. If you are interested in a career at Honda, send your resume to:

Honda R&D Americas, Inc.

Human Resources

1900 Harpers Way

Torrance, CA 90501

Fax: (310) 781-5677

Email: [personnel@hra.com](mailto:personnel@hra.com)

Visit our Web site at: [www.hondaresearch.com](http://www.hondaresearch.com).

An equal opportunity employer.

Candidates must have the legal right to work for Honda R&D in the United States.

Key Words:

Facilities Project Coordinator, Facilities Project Manager, Facilities Project Management, Operations Project Manager, Operations Project Management, Operations Management, Facilities Planning and Operations, Facilities Planning, Project Management, Project Manager, Automotive, Maintenance, Facilities and Operations, Facilities & Operations, Maintenance and Operations, Maintenance & Operations, Honda, Torrance, California, CA