

## **Sr. Facilities Coordinator**

Pacific Life Insurance, Co., a financial services company located in Newport Beach has an immediate opening for a Facilities Coordinator to carry out the following role:

Conducts needs analysis for the development of service specifications. Develops bid documents and coordinates contractor selection. Directs and supports specified service providers, in the Omaha, NE facility, including but not limited to: Interior Plant Care, Janitorial, Bldg. Equipment Maintenance, Vending Machines, Recycle and Destruction Services, Security, and Shuttle Services. Supports the Facilities Department in development and maintenance of annual operating budget and variance reporting.

### Minimum Qualifications:

The individual should be a seasoned Contract Coordinator with a strong background in the administration of service contracts and in preparing and monitoring budgets. Must have proven organization skills with the ability to manage multiple projects and priorities. Excellent written, oral, and listening communication skills coupled with experience in creative problem solving are a must. 6+ years experience working in a large corporate environment. 6+ years experience working with financial analysis, budget development and administration. 5+ years experience contracting support services for a large corporate environment. Strong computer skills with business applications, such as Word Processing, presentation, spreadsheets, and data management required.

Submit resume via our website: [www.pacificlifecare.com](http://www.pacificlifecare.com)