

Job Specification

Job Title: Facilities Coordinator
Division: Rothschild Inc.
Location: New York, NY

Rothschild & Co

Rothschild & Co is one of the world's largest independent financial advisory groups. We offer a distinct perspective that makes a meaningful difference to our clients' business and wealth.

With a team of 3,400 talented financial services specialists on the ground in 50 countries across the world, we provide independent advice on M&A, strategy and financing, as well as investment and wealth management solutions to large institutions, families, individuals and governments. As a family-controlled business that has been at the centre of the world's financial markets for over 200 years, we can rely on an unrivalled network of specialists and are known for our track-record of outstanding execution in financial services.

Overview of Role

Rothschild Inc. is looking for a facilities coordinator to maintain its corporate office environment and associated internal systems. The role involves heavy customer service and interaction with professionals at all level and strong follow-up to all requests in a timely and efficient manner. The facilities coordinator reports to the Vice President of Property and Corporate Services.

Responsibilities

Office Services

- Responsible for assisting with & coordinating maintenance and general repairs of the facility such as cleaning services and specialized work orders by conducting daily comprehensive tours of floor space, identifying defects and taking corrective actions as required
- Maintain maintenance schedule of all contractual maintenance site visits for all vendors and insure the schedule is adhered to
- Schedule the work of vendors (such as HVAC, repairs, carpenters, electricians, plumbers, painters) and oversee the work of contractors and vendors and conducts inspection once complete to ensure that quality of work meets company standards
- Respond to all service requests in a prompt manner and escalates problems as necessary
- Assist in ensuring the safety of occupants which includes the provisioning of emergency equipment & supplies, works with building management and participates in building safety/emergency programs
- Following direction from senior staff work with sub-contractors on repairs, installations, small construction and/or remodeling, enhancement/improvement projects and maintenance projects
- Assist with after hours and weekend emergency calls involving facility needs
- Maintain office related inventory & supplies
- Provide system administration and operational responsibility for Rothschild security system which includes setting up ID badges and guest passes, regular audits of system, providing quarterly reports and making changes in response to reviews
- Execute office moves under direct supervision



- Perform and assist with other tasks and special projects as required or as assigned by supervisor
- Respond to and close in a timely manner Facility tickets/email requests
- Maintain and update Facilities system, user and operational documents; creates new documents as required; reviews and updates documentation on a regular schedule;
- Other duties as assigned

Conference Room Services

- Perform regular routine maintenance for audio-visual (A/V) and video conference (VC) equipment to ensure equipment is always in working order, with the ability to provide second level support as required and trouble-shoot as necessary

Telephony

- System administration and operational responsibility for Mitel telephone systems in NYC and branch offices as well as maintaining and providing system and user documentation and operational documents

Business Continuity Plan

- Administer RapidReach system and work on all tasks related to BCP when necessary

Education and Qualifications

- Bachelor's Degree

Experience, Skills and Competencies Required

- Prior relevant experience in corporate environment
- Strong computer aptitude with knowledge of Microsoft Office and ability to learn new technology as needed
- Ability to make minor repairs in facility when necessary
- Excellent oral and written communication skills
- Dependable and detail oriented
- Strong service orientation and organizational skills
- Self-starter and resourceful team player
- Ability to work well under pressure
- Ability to multi-task and to prioritize activities
- Flexibility for extended hours when necessary
- Ability to occasionally lift office products and supplies up to 50 pounds

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Notice of applicant rights (Supplement)



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