



FACILITY OPERATIONS ADMINISTRATOR

Do you excel in creating efficient office environments that foster teamwork and productivity? Are you passionate about overseeing operations and ensuring everything runs smoothly behind the scenes? Samaritan's Purse Canada (SPC) is seeking an incredible opportunity for a dedicated Facility Operations Administrator to join our Operations team!

Samaritan's Purse is a Christian international relief organization providing spiritual and physical aid to hurting people around the world. Since 1970, Samaritan's Purse has helped meet the needs of people who are victims of war, poverty, natural disasters, disease, and famine with the purpose of sharing God's love through His Son, Jesus Christ.

As the Facility Operations Administrator, you will be responsible for overseeing the facility's office area, janitorial, asset inventory and administrative systems. This role provides support and input to ongoing facility-related projects, ensures effective maintenance and use of office spaces, obtains resources for ministry use, and provides administrative support to the Operations team. As an integral member of the Operations department, this role will help SPC carry out its mission and objectives through participation in daily prayer ministry.

The successful candidate will fulfill a full-time permanent position in the Calgary head office. This position includes benefits of life insurance, medical/dental and short-term/long-term disability, and 15 days of vacation per year to start.

If you thrive in a collaborative setting, working closely with a dedicated team to achieve shared goals, we are excited to hear from you! Apply now and be part of something truly meaningful.

Key responsibilities include but are not limited to:

- Coordinates and assigns requests on the Help Desk system, collaborating with the Operations Team to schedule and deliver projects and tasks on time
- Participates in the project management, execution and coordination of office area changes and layouts
- Works with client departments to determine facility/equipment and logistical needs, ensuring appropriate organizational results are achieved in support of ministry goals, and operational activities remain on time and within a defined budget
- Manages internal and external facility bookings, ensuring requests are handled professionally and efficiently
- Administers various security systems and the preventative maintenance plan for the facility in partnership with Facility Supervisor
- Completes operations related onboarding and exit procedures for staff and volunteers
- Manages administration of corporate cell phone plans, contract, and corporate relations with telecommunication vendors
- Manages and deploys all GPS tracking devices for staff travelling in areas of the world that present a higher risk
- Provides accountability to Operations Team through routine workflow and process review
- Oversees purchasing of office and janitorial equipment and supplies
- Tracks departmental billing to ensure timely reconciliation of invoices
- Oversees janitorial responsibilities and contractors to ensure organizational standards are upheld
- Oversees the reception and other operations staff as assigned

Note: Staff must be in agreement with the Samaritan's Purse Statement of Faith and be committed to Biblical values, precepts and conduct. We thank all applicants for their interest; however, only qualified candidates will be contacted for an interview.

No phone calls please.



Qualifications:

- Qualified applicants must be committed to Christian values and precepts and be in agreement with the Samaritan's Purse Statement of Faith.
- Post-secondary education in Business Administration (preferred) or related discipline
- Minimum 3 years' supervisory or management experience
- Minimum 3 years' office/operations management experience
- Administrative and data entry experience
- Proficient in Microsoft Office Suite
- Detail-oriented, thorough, and accurate
- Excellent communication and interpersonal skills, both verbal and written
- Self-directed with the ability to take initiative and work in a team environment
- Excellent customer service skills
- Pleasant, upbeat and professional demeanor

Additional Requirements:

- Class 5 Driver's License required

Contact Information:

To respond to this opportunity, please forward your resume together with a cover letter [detailing your passion for Christian ministry employment](#) to:

Attention: Human Resources
20 Hopewell Way NE, Calgary, AB T3J 5H5
Email: employment@samaritan.ca

Application Deadline: Open until a suitable candidate is selected

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