

Coordinator of Operations

Founded in 1898, Crofton House School is the leading independent school for girls in Canada. In 2005, the School embarked on a Campus Master Plan, which includes major capital expansion, renovations and upgrades. Growth and implementation of the Campus Master Plan have generated additional workload related to the strategic management of the School's physical plant and operating systems as well as in the area of contract oversight for selected services delivered by third parties. Accordingly, the School has created a new position of Coordinator of Operations to provide oversight to the Facilities Team and leadership in a number of key areas. The Coordinator of Operations will report to the Director of Business Administration and have specific accountability for:

Facilities management, including long term capital planning and budgeting and liaison with external project managers involved in construction and renovation projects at the School ; and

Services management for selected outsourced services including those for: building repair and maintenance; security; landscaping; telephones; cafeteria services; and janitorial.

The Coordinator of Operations must possess the following qualifications and competencies:

A team-oriented, diplomatic, patient and flexible disposition;

A strong orientation to results;

Demonstrated leadership, problem-solving, and collaborative planning skills;

Excellent interpersonal and communication skills and ability to relate effectively to all stakeholders, including parents, students, teachers, administrators, staff and suppliers;

Ability to inspire and supervise staff and contractors;

Proven ability to work to multi-task and work effectively with tight deadlines;

Excellent project management skills;

Highly organized and analytical with the ability to see the big picture as well as pay meticulous attention to details;

Strong visual spatial skills and the ability to read and interpret drawings, sketches and specifications;

Knowledge and experience in reviewing, interpreting and applying BC building, health and safety, fire, and other appropriate codes, standards and requirements;

Knowledge and oversight experience in project management;

Experience in developing and managing business cases and budgets;

An understanding of tendering, RFP, proponent proposal evaluation processes and policies; and

A minimum of 3 years related management experience, preferably in a school environment.

Crofton House School offers an exceptional workplace within a collaborative and supportive team setting and a highly competitive compensation and benefit package. All qualified applicants are encouraged to apply, in confidence, to search@janetdavid.com quoting File #14473. We thank and acknowledge all applicants and will proactively contact those selected for interviews.