



Property Management Representative, Facilities Engineering - 1 position	Posting #: 54580
Facilities Engineering	Posting Date: March 11, 2025
St. Joseph's Hospital - London, ON	Submission Deadline: March 17, 2025
Full Time	Andrew Harriman-Duke, Human Resources
Non-Union	Salary Range: \$30.82 - \$36.26 /hour

The Property Management Representative will coordinate corporate lease management services to all functional units and property management services for St. Joseph's off-site properties. Other duties include managing parking service provider and capital requirements for parking equipment and methodologies at all sites, preparing utility reporting and providing ancillary administrative support to Facilities Engineering.

Essential Qualifications

- College Diploma in Office Administration (2-3 year program)
- 3 years of recent experience in related administrative professional role
- Self-starter who demonstrates initiative, anticipates needs and is willing to tackle additional tasks to support Director/department
- Highly developed prioritization and organizational skills
- Demonstrated Intermediate level: MS Word, MS PowerPoint, and advanced level MS Excel
- Ability to compose correspondence and reports independently and with accuracy, including responding directly to routine correspondence or inquiries
- Ability to accept and adapt to changing priorities, procedures, methods and continuous improvement strategies
- Detail oriented and can maintain a high level of accuracy and analyze/manipulate data
- Strong interpersonal skills with the ability to exercise judgment, tact and discretion in preparing, disclosing and handling information of a confidential and/or sensitive nature
- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA

Preferred Qualifications

- Proficiency in French would be an asset
- Certificate program in Property Management

Teaching and Research

- St. Joseph's Health Care London through its affiliation with Western University and Fanshawe College is a leading research and teaching hospital. As an employee of St. Joseph's you will be expected to engage in role related teaching and research activities in addition to any of your clinical duties

Immunization Requirements

- Provide vaccination records or proof of immunity against measles, mumps, rubella, varicella (chicken pox), Hepatitis B, COVID-19 and influenza.
- Provide documentation of the Tuberculosis skin testing

*Your interest in this opportunity is appreciated.
Human Resources and Leaders use your profile information to evaluate your application for the vacancies you apply to.
Only those under consideration will be contacted.*