

Facilities Coordinator

Position Title: Facilities Coordinator
Position Type: Full Time
Location: On the field – varies CCHP facilities
Reports To: VP, Operations

About Clever Care Health Plan

Clever Care Health Plan is a newly founded Medicare Advantage health plan serving Medicare beneficiaries in Southern California. Our employees are passionate in providing best services to our members and healthcare providers. Our three office locations are in Arcadia (Los Angeles County), Westminster (Orange County) and New York City.

Job Summary

We are seeking a knowledgeable Facilities Coordinator to ensure an optimal working environment in our building. You will be responsible for performing regular building safety and security inspections, maintaining our building's equipment, and assist with property management inquiries. The Facilities Coordinator should be a maintenance expert who promotes an efficient and safe environment.

Functions & Job Responsibilities

- Ensures assigned equipment is in proper working order and available for use.
- Maintains physical space, ensuring a safe, clean, and functional environment.
- Drafts and implements preventive maintenance schedules for buildings and equipment.
- Acts as a liaison between employees and property management to resolve building issues.
- Managing equipment and supply needs, including furniture, telecommunications, kitchen appliances, office equipment and supplies, and climate control.
- Responding to urgent maintenance calls.
- Ensures safety standards are followed throughout facility.
- Participates on emergency preparedness planning team.
- Applies and assists with application for permits.
- Coordinate office and parking space allocation
- Performs other related duties as assigned.

Must be willing to drive to all CCHP offices and locations; including Arcadia, San Gabriel, Los Angeles, and Westminster.

Qualifications

Education & Experience:

- 2 years of related experience required

Skills:

- Valid driver's license with clean history

- Must be able to lift 15-20 pounds
- Excellent verbal and written communication skills.
- Proficient in Microsoft Office Suite or related software necessary to create and maintain reports and logs.
- Excellent organizational skills and attention to detail.
- Ability to perform well in a fast-paced environment.

Physical & Working Environment.

Typical Physical Demands.

Position requires a great amount of driving, sitting and standing. Some lifting, stooping, bending, or reaching is required. May require lifting up to 15-30 pounds. Requires manual dexterity sufficient to operate a computer, calculator and telephone. Requires normal range of hearing and vision. Requires the ability to type and file.

Typical Working Conditions.

Work is performed in an office environment and/or remotely. The job involves frequent contact with staff and public. Work may be stressful at times. May occasionally work some irregular hours.

Qualifications:

What's in it for you?

1. A competitive compensation and benefits program.
2. Generous paid-time-off (PTO).
3. Ten paid holidays per year.
4. Excellent 401k saving plan, employer provides up to 4% match and employer contribution match is 100% immediately vested.
5. A work-life balance and much more!

Please email your resume directly to hr@ccmapd.com

Clever Care Health Plan Inc. is an equal opportunity employer and it is our policy to abide by all federal, state, and local laws prohibiting employment discrimination. All qualified applicants will receive consideration for employment.