

The Students' Association of Mount Royal University (SAMRU) is a medium-sized, student-focused, charitable organization with a mission to represent and serve students. SAMRU is currently seeking a reliable outcomes-oriented problem solver with a positive attitude and excellent customer service skills to join our team.

Business Services Coordinator

The Business Services Coordinator will monitor the Wyckham House Student Centre and maintain cleanliness and appearance standards directly and through a team of waged staff. The Coordinator will personally perform minor maintenance jobs such as small furniture repairs and will support the scheduling and completion of other work performed by Mount Royal University and third-party contractors. This role is responsible for capital asset inventory records and provides general administrative support, including coding invoices, to the Operations Manager and general departmental support for food and beverage operations.

The successful candidate should possess:

- A post-secondary degree or related credential
- Experience in completing minor repairs and maintenance on buildings and furniture
- Strong organizational skills with excellent attention to detail
- Strong interpersonal skills, including the ability to manage conflict
- Experience with inventory or capital management is considered an asset
- Supervisory experience is considered an asset
- ProServe and ProTect certification, or commitment to obtaining these, is required

The successful candidate will be required to work occasional evenings and weekends.

The salary for this position is **\$49,500** per year.

SAMRU offers many additional monetary and non-monetary benefits to its employees. Eligible employees are entitled to health and dental benefits with 100% of premiums covered by the organization. Employees enjoy a progressive, 35-hour work week, flexible scheduling, and the accumulation and use of flex time when necessary. Starting vacation accumulates at a rate of 15 days in the first year, and there is an annual paid closure while the university is closed in late December.

Candidates are invited to submit their resume with cover letter to Cara Thompson at hr@samru.ca by 3 p.m. on Monday July 29, 2024.