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## **FACILITIES SPECIALIST – HANDYMAN**

### **Large Professional Services Firm**

#### **FULL TIME or PART TIME**

#### **Charlotte, NC**

Prestigious law firm needs a **Facilities Specialist/Handyman** for a full-time position in our busy Service Center. This position is not remote and the job must be performed onsite. The firm is housed in 5 floors in an uptown Charlotte office building and offers an unparalleled opportunity to work with top-notch talent, a competitive and comprehensive compensation package, growth opportunities and continuous training opportunities. **Candidates must have verifiable professional references, pass a background check, and priority will be given to those candidates who have professional services administrative experience.**

The function of the Service Center is to provide customer service to all employees, customers and staff related to service center operation, print production, courier services, and internal and external mail operations. Duties may include making minor repairs, painting touchups, moving files and boxes, identifying repairs or outside services needed and performing other duties as assigned. We are seeking a reliable, self-motivated individual, who can handle complex instructions, perform quality control and who is willing to be a team player. Employees are currently required to wear cloth face coverings within the office at all times in all areas, and social distancing is practiced throughout.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

1. Friendly personality and good attitude; commitment to provide a high level of customer service. Works well in team environment; communicates well, both oral and written.
2. Excellent organizational skills and detail-oriented
3. Knowledge of materials and equipment utilized in basic maintenance responsibilities
4. Ability to organize and prioritize numerous tasks and complete them under time constraints with minimal supervision
5. Interpersonal skills necessary in order to communicate in person, by e-mail and telephone and follow instructions effectively from a diverse group of employees and to provide information with courtesy and tact.
6. Work occasionally requires a high level of physical and mental effort and strain when performing a high volume of tasks and performing other essential duties.
7. Work occasionally requires more than 40 hours per week to perform essential duties of position; flexibility to work overtime on occasion.
8. Ability to learn and develop skills in Excel, Word, Outlook, ticketing systems and other software as necessary to perform essential duties and other tasks assigned by the Service Center Manager.

#### **REQUIREMENTS:**

- High school diploma or equivalent relevant experience
- Minimum of two years on the job facilities experience in order to gain expertise needed to do substantive work
- Excellent verbal and written communication skills
- Ability to manage confidential information, both within the firm and outside the firm. Must follow the firm's confidentiality policy, as well as internal accounting confidentiality policies.
- Understand needs and goals of attorneys and staff; balance multiple responsibilities successfully
- Ability to strategize and plan ahead; eagerness to learn new things
- Ownership, accuracy, and thoroughness of work; keen attention to detail is required
- Respond effectively to directions, ask questions, and understand work processes; understanding of department policies and procedures
- Team player with peers and supervisors; able to speak up with ideas or concerns regardless of situation
- Ability to organize and prioritize numerous tasks and complete them under time constraints

Outstanding opportunity with excellent compensation and benefit package for the right candidate

*Our firm recruits, hires and promotes for all positions without regard to race, color, religion, creed, national origin, citizenship status, disability, military status, veteran status, marital status, sexual orientation, gender identity, sex, genetic information or age. All terms and conditions of employment such as compensation, benefits, work assignment, availability of facilities and privileges of employment are administered on the same basis of equality.*