



About CORE Facilities Inc.

CORE Facilities Inc. is a commercial real estate service provider that specializes in the disciplines of Facility Management, Project Management, and Advisory Based Consulting. With two decades in the industry and over five-million sq. ft. of real estate experience we continue to grow on our sole principle foundation of serving and helping our Client's with their best interests at the heart of our delivery and execution.

Title: Facilities/Project Specialist-Salary Position

For more information please visit our website at www.corefacilitiesinc.com. To submit a resume please email to the following along with salary range: matt@corefacilitiesinc.com.

Job Overview

We are seeking the right individual to join our team based in the general region of NW Indiana. The qualified candidate above all else values, exercises, and leverages his/her competence to meet expectations. This is a remote role with a home-based office. The Facilities/Project Specialist plays a critical role in our Organization by sharing the same values and goals as us in the areas of: Taking complete ownership, is a life-long learner, has a selfless attitude, is a critical thinker, a desire for subject matter expert level skillset, and genuinely cares about people.

Responsibilities and Duties

- Manage and deliver services according to master service level agreement.
- This role is multi-faceted and requires execution on multiple projects/services simultaneously.
- Ability to travel at times to Client assets (travel percentages vary greatly at any given time).
- Ability to manage Contractors and various parties.
- Exercise all facets of Project Administration.
- Ability to capitalize on the Client Relationship and go above and beyond to help and to provide exceptional service.
- Build, Edit, Add, Change data within the iCORE platform.
- Manage data, deadlines, budgets, facility information, project information.

Qualifications

1. 3-5 years hands on experience working within commercial facilities in any capacity.
2. 3-5 years managing commercial real estate related projects; single system and multi-craft.
3. Ability to read and understand an array of contractual documents and construction drawings.
4. Solid understanding and skillset of commercial building systems.
5. Ability to utilize and prepare documents, PowerPoint, excel, word, outlook.
6. Facility Management processes and experience.
7. Outstanding ability to communicate with all stakeholders.
8. Able to work independently.
9. We able to train-develop the right individual granted their foundation is established within the industry.

Education

We desire a candidate that enjoys and is passionate about development. We seek an individual who has been trained and educated on "how to learn" and not necessarily "what to learn". The right candidate possesses self-awareness and can think not only critically but also strategically. **A Bachelor's Degree is desired.**

Benefits

We offer a benefits package which includes unlimited PTO, health insurance, contribution to retirement package, and a competitive salary.