



MAINTENANCE COORDINATOR

Are you an outgoing and friendly individual that thrives in a fast-paced environment? Are you motivated, organized, an excellent multi-tasker and have a passion for supporting those around you? Ka·kin has an exciting opportunity for a **Maintenance Coordinator** in the East Kootenays of British Columbia. The Maintenance Coordinator will actively participate in the Health, Safety and Wellness culture of Ka·kin and take charge of the team and provide successful operations of the building.

Key Job Duties

- Delegate maintenance tasks to the rest of the team and find relevant vendors and service providers.
- Develop maintenance plans and implementing them.
- Ensure quality control standards are consistently met.
- Keep track of supply and material inventories.
- Purchase any equipment, tools, or materials that may be required.
- Schedule and coordinate subtrades/contractors, inspections, and documentation.
- Update maintenance logs for all machinery.
- Establish protocols for non-mechanical maintenance.
- Ensure basic tools and machinery are in working order by performing regular inspections.
- Assess procedures and making recommendations for improvement.

Knowledge/Experience Required

- Proven experience as maintenance coordinator or other coordination role.
- Experience in coordinating maintenance operations.
- Solid understanding of technical aspects of plumbing, carpentry, electrical systems, etc.
- Working knowledge of facilities machines and equipment.
- Ability to keep track of and report on activity.
- Excellent computer skills, specifically in Microsoft Office (Excel, Word and Outlook).
- Excellent communication and interpersonal skills.
- Ability to self manage and complete general industrial maintenance tasks.
- Outstanding organizational and leadership abilities.
- High school diploma or equivalent; Degree from a vocational school or BSc/BA in business administration or facility management will be an advantage.

Company Benefits and Perks

- Competitive base Salary
- Comprehensive Healthcare Benefits and Employee Assistance Program
- A dynamic, inclusive, and collaborative work environment

How to apply

Please email your resume to: HR@kakin.ca

If you have any questions, please email HR@kakin.ca or call 250-919-9988.



About Ka-kin Group of Companies

Ka-kin Group Ltd., wholly owned by Yaqit ʔa·knuqʔi 'it (Tobacco Plains First Nation), is committed to nurturing the prosperity and sustainability for the Yaqit ʔa·knuqʔi 'it community and its members. The envisioned prosperity encompasses self-determined well-being, involving positive economic, financial, social, and cultural outcomes.

Yaqit ʔa·knuqʔi'it has tasked Ka-kin with supporting Yaqit ʔa·knuqʔi'it First Nation with economic sustainability. This is to be delivered through the enhanced participation in regional economies, alignment with key Alliance Partners for increased capacity and competency, creating new ownership opportunities within various operational entities, and engaging in developmental activities that align with the long-term vision and values of both the organization and the Nation.

While we recognize the value of diversity and inclusiveness in the workplace and welcome applications from people of all backgrounds, prioritization will be provided to qualified Yaqit ʔa·knuqʔi 'it Members, Ktunaxa Members & Indigenous applicants.

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