

## **Sport BC – Facility & Systems Manager**

Sport BC's passion for sport is a passion for building strong, healthy communities. As the federation for amateur sport in BC, we work to strengthen the capacity of our 64 member Provincial Sport Organizations who bring organized sport to life in BC and grow the 650,000 participants who share in our passion. For more information, visit [SportBC.com](http://SportBC.com).

### **Position Title**

Facility & Systems Manager

### **Purpose of the Position**

Reporting to the Director of Financial Services, you are the key staff person responsible for the operational management of the FIRSTAR Sport Centre space and Sport BC.

### **Position Description**

The successful candidate will be an excellent problem-solver and have strong time management skills - being comfortable changing priorities as issues and challenges arise. A background in the areas of building management, telecommunications and IT management would be a tremendous asset.

You will be a key point of contact between two of our major partners, BCIT and TELUS as well as other service providers working with Sport BC. Highly developed communication skills are essential as relationship management is a key component of this position. You enjoy working in a team environment and are able to work with limited supervision.

### **Roles & Responsibilities**

1. FIRSTAR Sport Centre Operations
  - Key contact for all sub-tenant space related issues
    - quarterly sub-tenant meetings, emergency response planning, ID / Security cards, office keys, phone systems, storage, etc
  - Manage the annual Sub Tenant Survey to gather feedback about service levels & quality and prepare response or action plans as required
  - Assistance with financial planning and management of the Sport Centre
    - Lease renewals, financial analysis and forecasting, long-term Sport Centre planning
  - Coordinate all aspects of our meeting room rentals
    - bookings, set-up, AV equipment, catering
  - Primary contact with BCIT and TELUS for global Sport Centre related issues
2. Sport BC Office Support
  - Management of all of Sport BC's administrative needs

**EVERYONE  
IS AN  
ATHLETE.**

- office, meeting, kitchen & storage spaces maintenance, equipment and supplies needs, etc
- Responsible for Sport BC's telecommunication systems
  - VoIP, internet, voicemail, conferencing, cellular and long distance contracts
- Management of Sport BC's IT Maintenance contract
  - Working with the service provider in managing Sport BC's IT Systems
- Data management planning and policy development for Sport BC
- Assistance with the annual reviews of major service contracts
  - TELUS, Ricoh, Canada Post, BCIT Head Lease, etc
- Assisting with various Sport BC projects or events as required

Interested and qualified applicants are invited to send their resume and cover letter to Kam Loodu, Director of Financial Services at [kam.loodu@sportbc.com](mailto:kam.loodu@sportbc.com) by Friday, March 18, 2011.

We thank all interested applicants, but will only contact those who are short listed for an interview.

**SPORT  
BC**

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