



St. Theodore Guerin High School

15300 Gray Road
Noblesville, Indiana 46062

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guerincatholic.org

EMPLOYMENT OPPORTUNITY

Facilities and Purchasing Coordinator

St. Theodore Guerin High School in Noblesville is searching for a Facilities and Purchasing Coordinator. This is a full-time, year-round position reporting co-directly to the Director of Finance & Business Operations and the Director of Facilities. Benefits include an excellent comprehensive medical, dental, and vision insurance plan along with a 403(b) retirement plan with an employer 5% match. Start date would be as soon as possible.

Essential Duties and Responsibilities

- Purchasing & Procurement work, which includes but is not limited to:
 - Manage vendor relationships
 - Schedule services, maintenance, etc.
 - Order and procure supplies and other materials
 - Process purchase order requests from beginning to end
 - Track, collect, and submit all receipts and other purchasing paperwork
 - Manage inventory of materials, hardware, goods, etc., where pertinent and needed

- Facility coordination work, which includes but is not limited to:
 - Serve as the first point of contact for scheduling events in the school building or on the grounds of the campus
 - Coordinate with the Director of Facilities to determine event needs and subsequently communicate those needs/checklists to the facilities, technology, kitchen, cleaning, etc., teams
 - Assist event leaders from other departments or groups, serving as the main point of contact before, during, and after events. This may include occasionally working off hours during nights or weekends
 - Ensure that all event requirements are met, including proper room reservations, contracts if needed, certificates of insurance, etc.
 - Maintain an archive of planning documents from each event for future reference

Qualifications

- Applicants should be comfortable working in a Catholic environment and must have respect for the teachings of the Catholic Church.
- Applicants should be committed to contributing to the life of the school
- Applicants should have a professional demeanor and be creative and flexible in meeting the needs of the school's constituents.
- Applicants should possess a Bachelor's degree in business or a related field or at least 5 years of related experience.
- Applicants should have very strong organizational and communication skills with exceptional attention to detail.
- Applicants should be proficient in Microsoft Office applications. Experience with a computer-based accounting system is helpful.

Contact Information

Applicants may submit a cover letter and resume to apply@guerincatholic.org. Application deadline is 04/19/2024

St. Theodore Guerin High School is an Equal Opportunity Employer.