

Employment Opportunity

Building Manager

The St. Thomas More Newman Center, the Catholic campus ministry serving The Ohio State University, seeks a full-time Building Manager who is responsible for maintaining a welcoming church environment that includes cleanliness, safety, security and regular maintenance of the building and property. The Building Manager coordinates and/or performs repairs to and maintenance of equipment, furnishings and fixtures and monitors overall security. Additionally, the Building Manager is responsive to the needs of staff and volunteers, including set-up and tear-down for scheduled activities and events, and is responsible for supervision of the Building Assistants.

Qualifications:

(see job description for a complete summary of required skills, knowledge and competencies)

- Previous experience with all aspects of facility maintenance and management
- Working knowledge of maintenance and preventative maintenance practices
- The position requires frequent physical movement about the building and grounds and heavy lifting to perform the essential functions of the job
- Self-motivated and flexible with the ability to plan and meet deadlines

Benefits:

- Salary commensurate with education and experience
- Paid time off and holiday pay
- Employer paid health and dental insurance

Job offer is contingent on the successful passing of the mandatory background screening and completion of the VIRTUS Protecting God's Children program. The full job description can be viewed at <http://www.buckeyecatholic.com/employment>. Please submit resumes at hr@buckeyecatholic.com.