



JOB POSTING

Position: Administrative Facilities Coordinator

Mid-Atlantic Broadband Communities Corporation (MBC) is seeking an Administrative Facilities Coordinator to join our growing team! This position supports the day-to-day operation of company facilities by coordinating vendors, scheduling maintenance and repairs, maintaining facility and asset records, and tracking service requests through completion. This position serves as the primary point of contact between internal employees, leadership, and outside service providers to help ensure facility-related needs are addressed efficiently and with minimal disruption to business operations. The role also provides coordination and administrative support for company vehicles, equipment, and other operational needs across multiple locations.

MBC owns and operates an extensive open-access fiber optic network, providing wholesale optical transport services to communities throughout the southern Virginia region. Created in 2004, MBC's mission is one of economic revitalization and development in rural Virginia, working closely with communities and regional economic development groups to bring state-of-the-art broadband transport services to the area and help drive private sector investments in our region.

WORK LOCATION

This position will be primarily located at 715 Wilborn Avenue, South Boston, VA 24592, with additional site visits as needed.

DUTIES AND RESPONSIBILITIES

Facilities & Vendor Coordination

- Receive and track facility-related maintenance and repair requests.
- Coordinate with approved vendors for electrical, plumbing, HVAC, structural, landscaping, security, cleaning, and general maintenance services.
- Schedule vendor visits and communicate timing, access requirements, and service updates to the appropriate employees.
- Obtain quotes and service information for review and approval by leadership.
- Track open work orders and follow up with vendors to help ensure work is completed in a timely manner.
- Maintain vendor contact information, service agreements, warranties, and related documentation.
- Assist with coordinating facility projects, office moves, renovations, and other operational needs.
- Conduct basic walkthroughs of company locations and report identified maintenance, safety, or cleanliness concerns to the appropriate person.

Preventative Maintenance & Records

- Maintain preventative maintenance schedules for company facilities and equipment.
- Coordinate routine inspections, service appointments, and scheduled maintenance.
- Maintain accurate records of repairs, maintenance history, warranties, inspections, and vendor services.
- Track recurring facility needs and communicate upcoming service requirements to leadership.
- Support documentation and recordkeeping related to building codes, safety requirements, and regulatory compliance.

HVAC & Building Systems

- Coordinate routine HVAC maintenance, repairs, and vendor service calls across company locations.
- Monitor scheduled service dates and follow up on outstanding repairs or vendor recommendations.
- Maintain HVAC service records, warranties, and equipment information.
- Communicate system issues and service updates to leadership and affected employees.

Backup Power & Generator Systems

- Coordinate inspection, testing, and maintenance of backup generators and power systems.
- Ensure all critical sites have reliable backup power and fuel readiness.
- Maintain maintenance logs and compliance with operational standards.
- Coordinate repairs, load testing, and vendor services.

IT Equipment & A/V Asset Management

- Assist with tracking warranties, service history, and equipment replacement dates.
- Route technical issues to the appropriate IT provider or internal contact.
- Provide administrative and logistical support for equipment-related needs.
- Maintain inventory and lifecycle records for assigned company equipment and operational assets.
- Coordinate equipment delivery, setup, repair, replacement, and disposal with the appropriate internal teams and vendors.
- Support internal departments with equipment-related coordination and documentation and other equipment-related needs.

Fleet & Company Vehicles

- Coordinate routine maintenance, inspections, registrations, and repairs for company vehicles.
- Maintain vehicle service records and related documentation.
- Schedule service appointments and communicate vehicle availability or service disruptions.

- Track upcoming maintenance and registration requirements.
- Coordinate with employees, repair shops, dealerships, and other vendors as needed.

Grounds & Lawn Maintenance

- Coordinate lawn care and landscaping across all facilities.
- Coordinate mowing, trimming, fertilization, weed control, and seasonal treatments by approved vendors.
- Ensure properties are clean, safe, and professionally maintained, including debris removal and seasonal upkeep (e.g., leaf removal, snow/ice management as needed).

Vendor & Budget Management for Facilities, Vehicles, & IT Equipment

- Assist with sourcing, negotiating, and managing contracts with service providers and vendors.
- Assist with management of budgets for facilities, maintenance, and infrastructure operations.
- Monitor vendor performance, control costs, and ensure quality of service.
- Identify cost-saving opportunities and efficiency improvements.

Reporting & Compliance

- Maintain detailed records of maintenance, inspections, repairs, and job-related asset inventories.
- Provide regular reports on operational status, costs, and maintenance needs.
- Ensure compliance with company policies, safety standards, and regulatory requirements.
- Identify risks and implement mitigation strategies to support business continuity.

Other duties as assigned.

REQUIREMENTS

- Associates' or trade degree in related field preferred, with at least 3 (three) years' experience in coordination of vendors for facilities, fleet, IT, or related fields; or equivalent combination of education and experience.
- General knowledge of building systems, vehicles, HVAC, IT equipment, and maintenance practices.
- Ability to manage multiple sites, vendors, and priorities simultaneously.
- Experience with asset tracking, budgeting, and preventative maintenance programs.
- Proficiency with Microsoft Office Suite (Word, Excel, Outlook).
- Strong organizational, communication, and problem-solving skills.
- Continuous computer use for work orders, reporting, and vendor coordination.
- Must be able to respond to after-hours or emergency facility and vehicle issues as needed.
- Valid driver's license and ability to travel between locations as needed.
- Able to frequently bend, stoop, kneel, crouch and reach overhead, as well as ability to stand and walk for extended periods across site visits and inspections.
- Able to frequently lift and carry up to 25-35 lbs.

COMPENSATION AND BENEFITS

This position is full-time with benefits. The anticipated pay range for this position is \$51,818 to \$64,800 annually, based on experience, qualification, and internal pay equity. MBC offers competitive compensation and comprehensive benefits to include medical, dental, vision, short- and long-term disability coverages, life insurance, 401(k) retirement, tuition reimbursement, paid time off and holidays. MBC is an equal employment opportunity (EEO) employer and will consider all applications without regard to race, color, religion, citizenship, political activity or affiliation, marital status, age, national origin, race, traits historically associated with race, physical or mental disability, medical condition, genetic information, veteran status, military status, sexual orientation, sex or gender (which includes harassment and discrimination based on gender identity, gender expression, pregnancy, childbirth, or related medical conditions), taking or requesting statutorily protected leave, or any other characteristics protected under federal, state, or local laws.

HOW TO APPLY

Submit cover letter and resume to Human Resources at hr@mbc-va.com or 715 Wilborn Avenue, South Boston, VA 24592.