

Shorefast's mission is to build cultural, ecological, and economic resilience on Fogo Island and promote community well-being by building and sharing new models of economic development. By 'holding on and reaching out', Shorefast works with hospitality, art, technology, business, and design to enhance and share the natural assets of place.

The **Procurement & Maintenance Coordinator**, based on Fogo Island, will support the Fogo Island Inn's Operations, Maintenance, and Facilities teams in performing a variety of functions. Reporting to the Facilities Manager, the Coordinator is an essential member of our team and critical to business operations. The Coordinator enjoys working in a fast-paced environment, working with diverse cross functional teams, and demonstrates a positive can-do attitude. Possessing exceptional organizational skills, the Coordinator holds all the pieces together to help orchestrate day-to-day procurement and maintenance requirements for the Inn.

General responsibilities

- Sourcing, ordering, receiving, and shipping of products/stock
- Requisition supplies and materials and liquidate overstock items
- Maintaining positive supplier relations
- Ensure maintenance tasks are scheduled, assigned, and completed using applicable software
- Maintain inventory and records of material in storage facilities
- OH&S responsibilities; regular inspections of the Inn and related buildings, conduct meetings
- Maintain accurate and up-to-date records for all assets, such as vehicles and machinery
- Maintain a vendor and purchasing information database
- Provide general support to the Facilities team, as required
- Other responsibilities as directed by management

The ideal candidate:

- Well organized, highly motivated, and detail oriented with thorough follow up skills
- Enjoys working in a team environment, and has experience working in collaborative/supporting roles
- Proficient in computer systems, such as Microsoft office suite
- Strong interpersonal and communication skills
- High school diploma or equivalent required; post-secondary education preferred
- Previous experience in administration and/or clerical work

What we offer:

- An engaged, highly supportive, and collaborative environment
- The opportunity to work and live in a thriving social entrepreneurship environment
- A commitment to recruiting, promoting, and training qualified individuals at all levels within the organization

To Apply:

Submit a cover letter & resume to careers@fogoislandinn.ca , subject line **"Procurement & Maintenance Coordinator"**

Deadline for Applications: **Until Filled**

Questions about this position may be directed to: Stephen Grant, stephengrant@shorefast.org

About Shorefast: www.shorefast.org | www.fogoislandinn.ca | www.fogoislandworkshops.ca

About Shorefast & Fogo Island: [Strange and Familiar](#)