



Facilities Coordinator – Greensboro, NC

We are seeking a highly organized problem-solver who enjoys keeping facilities running smoothly and efficiently! Under the direction of the Plant Manager, the Facilities Coordinator will support the day-to-day operation, maintenance, and continuous improvement of our facility. In this role, you will serve as a key liaison between staff, vendors, and contractors, helping ensure our workplace remains safe, functional, and well-maintained. If you thrive in a fast-paced environment, enjoy coordinating multiple projects, and take pride in creating an exceptional workplace experience, we'd love to hear from you.

Ionbond – The Surface Engineers™

Ionbond provides advanced coating solutions for applications in the aerospace, medical, food contact, automotive, decorative, tooling and fuel cells industries. We offer a broad range of hard, low-friction, wear-resistant coatings based on PVD, PACVD and CVD technologies.

With over 30 coating centers in 14 countries in Europe, North America and Asia, Ionbond has one of the largest coating networks in the world. Ionbond is part of renowned Japanese industrial consortium IHI Group.

What defines this job?

- Facility Operations, including performing routine building maintenance needs, and coordinating repairs and maintenance for building systems, equipment, and grounds
- Vendor and Contractor Coordination, including obtaining quotes for facility related services, monitoring contractor performance and verifying completion of work, and processing invoices and maintaining vendor records
- Safety and Compliance, including ensuring office, warehouse, and production areas are maintained in a safe and orderly condition,
- Administrative Support, including facility documentation, tracking facility expenditures, creating reports regarding maintenance activities, expenses, and facility performance, and supporting facility special projects
- Team Support, including responding to employee facility concerns requests, assisting with managing access control systems, keys, and building security procedures, and communicating facility updates and outages to the core team.
- 5S Program Support, including working closely with management to develop continuous improvement and the 5S Program within the facility for the day-to-day responsibilities by maintaining a safe and neat work area established by regional safety regulations.
- Other Duties as assigned.

What do we offer?

Unleashing potential is at the core of our approach. We provide a dynamic environment that opens doors to both international and local growth opportunities, helping you reach your full potential. Here's what you can expect from being part of our team:

- Diverse work environment where we embrace teamwork and innovation that drives us towards new applications and customer service excellence
- Competitive compensation package, salary based on experience and educational credentials
- Medical, Dental, and Vision benefits with affordable premiums and annual deductibles
- Flexible spending accounts (medical and dependent care)
- Life insurance
- Short-term & long-term disability
- Employee assistance program
- Generous Paid Time Off
- Tuition Reimbursement
- 401k Safe Harbor Retirement Account plus company match

What do we ask?

The preferred candidate will have earned an associate degree in Facilities Management, Business Administration, Construction Management, or a related field preferred; high school diploma minimum required. 2–5 years of experience in facilities coordination, office administration, maintenance coordination, or a related role; experience in a manufacturing or industrial environment preferred. Ability to communicate both written and oral in English. Comfortable working in a manufacturing environment with an understanding of industrial equipment and building facilities. Proficient use of PC and related software, including Microsoft Office. Ability to manage complex issues in a fast-paced setting. Must be able to pass a pre-placement physical, drug screening, background, check, and be eligible to work in the United States without sponsorship.

Interested in this job?

Please upload your resume and optional cover letter to this site: <https://www.indeed.com/cmp/Ihi-Ionbond-Inc.-1>

For our Privacy Policy for Job Applicants please click [here](#).