



POSITION: Facilities Planner

POSITION REPORTS TO: Executive Vice President

LOCATION: Long Island City, NY

Responsibilities:

- Evaluate & plan use of space and facility for occupancy, Air condition, lighting, location, & size.
- Review internal network and wiring plans for compliance with government specification.
- Set up network segregation and draft complete network diagram of internal network.
- Coordinate with HVAC, IT, Phone and Security engineers and vendors.
- Assist with facility network, wiring, phone systems, security maintenance and support for local hosted technology services.
- Coordinate internal procedures & implementation, i.e. Telephone, LAN, WAN, Point to Point, MPLS, & security systems in relation to new office setups.

Requirements:

- Education: Bachelor Degree in Drafting
- 2 years exp in Facility Planning.

Please mail resume to:

Attn: HR (Myriah Torres)
D & S Auto Leasing
49-29 30th Place
Long Island City, NY 11101