

Facilities & Office Services Assistant

Job Code: FACOSASS



Job Details

Location: Ontario
Job Type: Full Time

Position Summary

As the Facilities & Office Services Assistant you are responsible for providing general offices services, minor facility and office equipment maintenance, shipping and receiving in a small warehouse, maintenance of building, and other general services as required. This position reports to the Director of Human Resources.

Key Responsibilities

- Shipping, receiving and documentation of service parts and small parcels.
- Shipping receiving and documentation of HVAC overstock items to/from Tapscott Distribution Centre.
- Complete documentation for and arrange sending and receiving of courier packages.
- Coordinate and supervise the work of external contractors to complete any office/warehouse repairs or improvements including, but not limited to, HVAC, electrical, locksmith, pest control and fire systems, etc.
- Complete maintenance for Markham and Tapscott locations.
- Purchase and maintain adequate stock of boardroom, coffee, lunchroom and other supplies.
- Manage housekeeping and office move activities according to request.
- Perform light building maintenance duties such as clearing snow from building entrances, changing lights, general cleaning, changing flags, etc. as required.
- As a Joint Health & Safety member, comply with all work and safety regulations and report any infractions to the Director of Human Resources.
- Special projects and other duties as required.

Qualifications

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- Secondary School Diploma.
- Certified forklift operator.
- 1 year of full-time working experience in a warehouse performing light maintenance, shipping and receiving duties.
- Ability to read, write legibly and perform simple arithmetic.
- Working knowledge of PC and Excel.

- Ability to lift a minimum of 60 lbs.
- Ability to communicate verbally and in writing in English effectively.
- Positive attitude and excellent customer service skills.
- Holder of a valid driver's license.

Education Requirements

Min/Preferred	Education Level	Description
Minimum	High School or GED	

Years Of Experience

Minimum Years of Experience	Maximum Years of Experience	Comments
1		1 year of full-time working experience in a warehouse performing light maintenance, shipping and receiving duties.

Physical Demands

Demand	Frequency

Accommodations will be available upon request for persons with disabilities.