

# Facilities & Office Services Specialist

Job Code: FACOSSPE



## Job Details

**Location:** Ontario  
**Job Type:** Full Time

## Position Summary

Position Vacant: Yes  
AI Being Used to Recruit: No  
Salary Range: \$70K - \$80K

As the Facilities & Office Services Specialist you are responsible for providing general offices services, minor facility and office equipment maintenance, shipping and receiving in a small warehouse, maintenance of building systems, 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.
- Resolve issues related to contractors, quotes, invoices, cheques, and late payments.
- 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.
- Measure and assess office environments to develop space plans, calculate and allocate workstation areas, create detailed diagrams and multiple layout options, and arrange workspaces to optimize ergonomics, efficiency, and functionality.
- As a Joint Health & Safety Committee member, comply with all work and safety regulations and report any infractions to the Director of Human Resources.
- Arm and disarm the building's security alarm system according to operational schedules, ensuring the premises are secure after hours.
- Monitor surveillance systems and review camera footage to investigate suspicious activity, policy violations, or criminal incidents.

- Train and guide staff on safety, security, and facility use best practices.
- Conduct regular safety and security checks, including monitoring access points (docks, warehouse doors/cage, etc.)
- Respond promptly to urgent maintenance or security issues.
- Special projects and other duties as required.

## Qualifications

### Qualifications

- Post-Secondary Diploma or Degree in Facilities Management, Building Operations, or related discipline. An equivalent combination of education and directly related experience may also be considered.
- Certified forklift operator.
- Strong knowledge of building systems (HVAC, fire prevention, electrical infrastructure and backup, control and monitoring, plumbing, mechanical).
- 3 to 8 years 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 work at heights.
- Ability to work outside business hours as required to support site operations.
- Ability to communicate verbally and in writing in English effectively.
- Positive attitude and excellent customer service skills.
- HVAC, Electrical or Plumbing License considered assets.
- Working knowledge of applicable legislation and regulations, including the Occupational Health and Safety Act, municipal facility standards, and related codes and policies.
- Additional certifications such as First Aid, CPR, WHMIS or health and safety training are also considered assets.
- Holder of a valid driver's license.

### Education Requirements

Min/Preferred	Education Level	Description
Minimum	Vocational / Technical	

### Years Of Experience

Minimum Years of Experience	Maximum Years of Experience	Comments
3		3 to 8 years of full-time working experience in facility maintenance or in a warehouse performing light maintenance, electrical, shipping and receiving duties.

Accommodations will be available upon request for persons with disabilities.