



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Link's Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:  
Toll Free Phone: (866) 225-9067  
Toll Free Fax: (877) 825-7564  
L9 P23 R4074 HWY 596 - Box 109  
Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/04

## Building Maintenance Supervisor & Administrative Assistant

<b>Job ID</b>	<b>C7-13-8D-61-EB-EA</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=C7-13-8D-61-EB-EA">https://careers.indigenous.link/viewjob?jobname=C7-13-8D-61-EB-EA</a>	
<b>Company</b>	Sleep Inn	
<b>Location</b>	Bracebridge, Ontario	
<b>Date Posted</b>	From: 2020-05-04	To: 2020-10-31
<b>Job</b>	Type: Full-time	Category: Accommodations
<b>Job Start Date</b>	As soon as possible	
<b>Languages</b>	English	

### Description

Sleep Inn, a busy and well establish hotel located at 510 Muskoka Rd. 118 West, Bracebridge, ON requires the following 2 positions for their busy hotel:

1 Building Maintenance Supervisor who will be responsible for overseeing a range of repair, cleaning and maintenance duties to ensure that our hotel premises are safe and functional for our guests and employees.

1 Administrative Assistant to assist the Administrative Manager.

Job Type: Permanent Full Time Positions

Salary of Building Maintenance Supervisor: \$30 per hour for a minimum of 30 hours per week; Must be willing to work on weekends and during emergencies

Salary of Administrative Assistant: \$23.25 per hour for a minimum of 30 hours per week

Overtime for both positions: will apply after 44 hours per week

### Experience

Experience, Skills & Education

Building Maintenance Supervisor: 2-3 years experience; Must be skilled and hardworking with outstanding problem-solving abilities, good physical agility, strong technical knowledge and an eye for detail; Secondary schooling

Administrative Assistant: 2-3 years clerical/administrative experience; Completion of secondary schooling; Excellent organizational and communication skills, computer proficiency, Professional oral and written communication skills, guest service and presentation skills.

### Education Requirements

Secondary schooling

### Essential Skills

Duties & Responsibilities of Building Maintenance Supervisor:

• Regularly inspect hotel to ensure that all safety standards are met;

• Identify & report the need for repair & maintenance work;

• Arrange for routine maintenance of rooms, lobby, kitchen & other common areas;

• Maintain upkeep of all rooms & common areas by ensuring that furniture, appliances & electrical appliances such as televisions, refrigerators and light fixtures are in working condition;

• Plan & oversee repairs and renovations;

• Supervise & oversee work performed by contractors & service providers;

• Maintain material & supply inventory;

• Solicit bids from contractors & evaluate their proposals with the hotel management;

• Respond to all work orders in a timely manner & act fast to resolve emergency issues;

• Perform preventative maintenance repairs in accordance with hotel standards;

• Supervise maintenance teams including electricians, masons, carpenters etc;

• Organize repair projects in a manner that does not disturb the hotel guests;

• Maintain budget, expenses & activity log;

• Ensure that all safety and security measures are in place in the hotel;

• Ensure that common areas and parking lots are in clean and safe condition

### Additional Skills

Duties & Responsibilities of Administrative Assistant:

• Compose, edit and prepare documents including letters, memos, forms and other paperwork;

• Perform clerical duties such as typing, filing, copying, emailing, answering & responding to telephone calls and electronic enquiries and coordinating, scheduling & making appointments;

• Liaise with all departments and draft written correspondence;

• Create and maintain an up-to-date electronic and physical filing system;

• Obtain and update all WSIB clearances, pay premiums and maintain reconciliation reports;

• Maintain an accurate record of invoices, contracts and company credit card receipts and ensure timely submission of expense statements and reports to the Accountant;

• Coordinate and manage purchase orders;

• Create and maintain a data base with up-to-date employee, vendors, financial and other information;

- â€¢ Assist with any company audits;
- â€¢ Assist with payroll processing;
- â€¢ Maintain inventory;
- â€¢ Maintain the confidentiality of sensitive business information;
- â€¢ Perform other administrative duties and support as assigned

**How to Apply**

Interested candidates please respond to [jobssleepinn@gmail.com](mailto:jobssleepinn@gmail.com)  
Strictly no phone calls please

# Job Board Posting

Date Printed: 2024/05/04

## Building Maintenance Supervisor & Administrative Assistant

<b>Job ID</b>	<b>7BAEBCB65D17D</b>	
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=7BAEBCB65D17D">http://NewCanadianWorker.ca/viewjob?jobname=7BAEBCB65D17D</a>	
<b>Company</b>	Sleep Inn	
<b>Location</b>	Bracebridge, Ontario	
<b>Date Posted</b>	From: 2020-05-04	To: 2020-10-31
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### Essential Skills

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• Liaise with all departments and draft written correspondence;

• Create and maintain an up-to-date electronic and physical filing system;

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• Create and maintain a data base with up-to-date employee, vendors, financial and other information;

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# Job Board Posting

**NoExperienceNeeded.ca**  
your place for a first step or a fresh start

Date Printed: 2024/05/04

## Building Maintenance Supervisor & Administrative Assistant

<b>Job ID</b>	<b>DA232F61EC73C</b>	
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=DA232F61EC73C">http://NoExperienceNeeded.ca/viewjob?jobname=DA232F61EC73C</a>	
<b>Company</b>	Sleep Inn	
<b>Location</b>	Bracebridge, Ontario	
<b>Date Posted</b>	From: 2020-05-04	To: 2020-10-31
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