



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.

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/18

Facilities Assistant

Job ID	F8-6A-40-7F-71-B7	
Web Address	https://careers.indigenous.link/viewjob?jobname=F8-6A-40-7F-71-B7	
Company	Hatch	
Location	Vancouver , British Columbia	
Date Posted	From: 2024-03-13	To: 2024-09-09
Job	Type: Full-time	Category: Miscellaneous
Languages	English	

Description

Our Vancouver office has an excellent opportunity to join our facilities team. Reporting to the Facilities Manager, the successful candidate will provide administrative and operational support to the Facilities department and Vancouver office.

In this role you will:

- Assist the facilities manager as required including monitoring and resolving facilities tickets and supporting a variety of facilities tasks and projects as required
- Administrative tasks including:
 - o Filing and data entry
 - o Coding and processing vendor invoices
- Maintain office supply inventory including general office supplies and kitchen supplies and re-stocking as required
- Responsible for managing PPE inventory and assisting employees with their PPE requirements
- Daily reception coverage
- Collect mail and distribute in the office
- Fleet (vehicle) maintenance
 - o Coordinate vehicle service requests with receptionist
 - o Perform weekly vehicle checks on pool vehicles
- Monitor daily boardroom use
- Catering management for both internal and external meetings
 - o Liaising with caterers for catering orders, deliveries etc.
 - o Preparing the meeting space for catering set-up and cleaning afterwards
- Placing 310-Maxx tickets for repairs etc.
- Partnering with other shared services teams (Human Resources and IT) in onboarding process to ensure all new staff requirements are actioned in a timely manner

What you bring:

- High school diploma and equivalent work experience
- Excellent organizational, interpersonal, and communication skills
- Ability to manage and prioritize multiple tasks in a fast-paced environment
- Customer service experience
- Ability to work both independently, as well as on a team
- Ability to communicate politely and effectively in person, in writing, and on the telephone
- Ability to lift up to 60 pounds
- Ability to bend and stand for long periods of time
- Highly proficient in Microsoft Office

Preferred:

- Previous experience working in an engineering consultancy firm is an asset
- Previous experience working in a facilities role is an asset
- Experience in Zendesk is an asset
- Ability to work flexible hours on an ad-hoc basis

Why join us

Work with great people to make a difference

Collaborate on exciting projects to develop innovative solutions

Top employer

What we offer you

Flexible work environment

Long term career development

Think globally, work locally

How to Apply

Click "Apply Now"

Don't meet every single requirement You don't need to. At Hatch, we are building a diverse, inclusive workplace that fosters innovation. If you're interested in this role, we encourage you to apply even if your past experiences don't perfectly align with the skills we've listed.

We're committed to fostering a workforce that reflects the diversity of the communities in which we operate and serve. Hatch is an Equal Opportunity Employer that considers applicants without regard to age, race, color, national origin, citizenship, religion, creed, gender, sexual orientation, marital status, disability, veteran, or any other protected status. If you have any accommodation requirements, please let us know. We'll do our best to meet your needs in accordance with applicable local legislation.