

The Algoma District Services Administration Board delivers social and paramedic services to 20 municipalities and the unorganized townships in the District of Algoma. Our Corporate Head Office is located in Little Rapids, north of the Town of Thessalon, and we are seeking applications from qualified candidates for the full-time position of:

Property Maintenance and Purchasing Assistant Head Office – Little Rapids

This position works 40 hours per week and is a member of the Finance and Corporate Administration team, reporting to the Manager of Finance. The Property Maintenance and Purchasing Assistant's key responsibilities include:

- janitorial and light maintenance duties at the ADSAB Head Office located in Little Rapids, maintaining clean and safe facilities for workers and visitors, and occasionally performing maintenance-related duties for other ADSAB corporate and housing properties locations;
- maintaining established purchase order contracts, procuring items and supplies, and recording and distributing inventory in accordance with established procedures.

This job requires strong oral and written communication skills to interact effectively with staff and external vendors, and to prepare clear and detailed written reports, purchase order requests and e-mail communications. Intermediate proficiency with Microsoft Office 365 applications and the ability to work in finance, asset planner and maintenance database systems are essential to perform the duties of this job. The Property Maintenance and Purchasing Assistant requires the physical capacity to work at a medium level of exertion, to safely and effectively perform janitorial and maintenance-related tasks on a daily basis. The incumbent must also hold a minimum secondary school diploma, and have relevant education and/or experience related to janitorial, maintenance / building repair, purchasing and inventory control, and clerical functions, and must demonstrate competency to maintain a safe working environment in accordance with the Occupational Health and Safety Act. The Property Maintenance and Purchasing Assistant must demonstrate basic working knowledge of electrical, plumbing and mechanical systems and be able to organize and carry out cleaning and maintenance routines for buildings and grounds. This job requires a valid Ontario driver's license and the ability to occasionally travel for business purposes.

We are seeking a candidate who demonstrates the professionalism and integrity required to represent ADSAB's Finance and Corporate Administration in an effective and positive manner, and who can work with limited supervision to manage their time and workload, while efficiently coordinating tasks that impact on the work of others.

The rate of pay for this full-time position ranges from \$31.66 to \$33.95 per hour and OMERS pension plan membership is effective with the date of hire. We offer competitive vacation entitlement, the option of a compressed work week program, and 13 paid holidays per year. Full-time Employees are eligible for our generous group benefits plan, and all premiums are 100% employer-paid. This is a bargaining unit position represented by CUPE Local 3631.

Interested candidates who meet the above requirements are invited to submit a résumé and covering letter detailing their suitability for this position **no later than Friday, June 7, 2024** to: hrdepartment@adsab.on.ca

For more information on our organization, please see our web site: www.adsab.on.ca We thank all applicants; however, we will only contact those selected for an interview. Accommodation for candidates with disabilities will be provided upon request for our interview and testing processes.