
Career Opportunity

Internal/External



Tungasuvvingat Inuit

Operations Assistant

Full-time, Indeterminate Position

If there are no successful Inuit candidates, the position will be offered as a term

It is the mission of Tungasuvvingat Inuit (TI) to provide Inuit-specific programs that contribute to the health and wellbeing of Inuit, and to encourage and support similar programs for Inuit across the country. With over 30 years of highly successful experience in crafting the design, development, and delivery of a wide range of effective, client-centered services, TI continues to deliver quality programs and services that directly benefit our growing urban Inuit population.

The Operations Assistant provides general maintenance, building, infrastructure, IT, and other forms of operational support for Tungasuvvingat Inuit (TI). The incumbent will work closely with Human Resources and Operations personnel as well as with third party service providers for the overall smooth running of TI operations and facilities.

Other key responsibilities of the position include:

- Delivering great customer service to occupants (staff and clients) quickly and efficiently.
- Handling various building maintenance issues, office setup requirements and minor repairs.
- Conducting daily and monthly building inspections and addressing any identified deficiencies.
- Improving cleanliness and curb appeal of properties on continuing basis.
- Oversee TI's contracted janitorial/cleaning services and advise on cleaning requirements.
- Completing winter property maintenance: snow and ice removal, salting, etc.
- Completing summer property maintenance: cutting or trimming grass in summer.
- Completing weekly property maintenance for all garbage removal, recycling, etc.
- Assisting in the maintenance of building systems (HVAC, Electrical, roof, etc.).
- Maintaining and sourcing supplies and materials required for day-to-day operations.
- Providing an emergency response to alarms, floods, water issues, tenant issues, etc.
- Dealing with building security issues (locks, alarms, etc.) as required.
- Keeping UpToDate the equipment, fleet, and property maintenance logbooks.
- Maintaining TI fleet vehicles (routine maintenance, tires, repairs, etc.), ensuring TI fleet vehicles are maintained, clean and safe to drive.
- Participating on the Joint Occupational Health and Safety Committee, leading regular fire drills for TI locations and monitoring all areas to ensure a healthy and safe work environment.
- Troubleshooting and responding to routine IT and other technological issues.
- Working flexible hours to address facility and property concerns (including afterhours or on weekends).

Qualifications

The ideal candidate will have knowledge of electrical and plumbing systems, maintenance equipment, procedures, and techniques; the operation of heating and air conditioning units; Inuit culture, values, traditions, and Inuit Qaujimagatuqangit.

Excellent interpersonal and communication skills, time management skills, administrative and organizational skills, basic financial management skills, computer literacy skills and customer service skills are necessary.

The ability to prepare maintenance schedules and coordinate service provider calls, meetings, etc., perform routine maintenance and repairs, lift items more than 50lbs, comply with operational policies and procedures, codes, and regulations, and work occasional evenings, weekends, and overtime hours to fulfill the operational needs of the organization are all requirements of the position.

High School diploma and post-secondary education or training in facility or property management or in a related trade is preferred. Three years' experience performing a related role in facility, property, or maintenance management is required. Training in WHMIS, Fire Safety, First Aid and CPR is an asset. Previous experience working with the Inuit community is an asset. Fluency in English is required and the ability to communicate in Inuktitut is preferred. A driver's license and acceptable driver's abstract is required.

A combination of related education and work/life experience may be accepted.

Salary and Benefits

- TI offers a competitive total compensation package including a starting salary of \$50,000. Employees are provided an exceptional benefits plan which includes major medical and dental coverage for the employee and their dependents, and employee life insurance. TI also offers a Group RRSP benefit plan for eligible staff.
- TI provides paid sick, personal and family sickness leave days, and a 24/7 confidential Employee and Family Assistance Plan.
- Vacation (earn 3 weeks/year).

Deadline for applications is February 5th, 2023.

To apply, please submit your resume to careers@tiontario.ca.

Preference in hiring will be given to qualified Inuit candidates, applicants are encouraged to self-identify. The successful candidate for this position will be required to obtain criminal records check with results that are acceptable to TI. Interested candidates are encouraged to visit our website at www.tiontario.ca to learn more about our programs and services. Accommodations for applicants with disabilities is available upon request.

TI's main office is located at 1071 Richmond Road, Ottawa ON which is conveniently located close to all major transportation access points. Parking is free on the premise.

We thank all interested candidates in advance, but unfortunately, we are only able to respond to those selected for an interview.