



Way of Life!

SUZUKI CANADA INC. HEAD OFFICE/ SIÈGE SOCIAL

360 Saunders Rd, Barrie Ontario, L4N 9Y2
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Un mode de vie !

Job Position: Facility & Administrative Support Assistant
Location: Head Office, Barrie Ontario
Reports to: Supervisor, Human Resources & Administration

OVERVIEW:

Provide facility & administrative support to a variety of business processes and oversees contracts to support the facility. Completes daily tasks as well as special projects as assigned by Supervisor.

FACILITY SUPPORT:

This position interfaces with a variety of site vendors and supplies to ensure contracts are met on a daily/monthly/quarterly and annual basis. Examples of some of these contracts are listed below:

- Utilize the maintenance work order system to initiate maintenance/facility improvement projects
- Heating & AC/Pest Control/Lawn Maintenance/Snow/ice removal/annual inspections
- Maintain safe access/exit to the building through-out the day by shoveling snow or putting out salt.
- Building cleaning/maintenance contracts
- Coordinate with all trades coming on site for special projects

ADMINISTRATIVE SUPPORT

This position supports a variety of departments and business processes. Examples of some of these activities are listed below:

- research products/vendors and get quotes following company policies/procedures
- maintain inventory & utilize the internal purchasing controls systems to order supplies as required
- process invoices and put in system for approval. Investigate discrepancies.
- ensure employee refreshment area is stocked and maintained each day
- process incoming/outgoing mail and taking mail to post office
- take registration forms for motorcycle/ATV for registration
- ensure the copier is checked and operational each day and troubleshoot as required
- complete data entry as required for warehouse team and other departments
- process welcome letters and support other marketing promotions as required
- support IT Department to install monitors and other hardware, update phone system, install basic programs

EXPERIENCE, COMPETENCIES AND SKILLS

Minimum 2 years related work experience in Office Administration/Facility Support position

Computer skills –MS Office, Outlook, Access. Intermediate Excel & Word

Valid Driver's licence and acceptable Driver's Abstract

Ability to do physical work such as shovelling snow and lifting boxes (50lb) as needed

If you would like more information regarding this position, please contact Mary Kerr (705-999-8600 ext 2113). To express your interest in this position please submit your resume, and cover letter to human_resources@suzuki.ca.