

# Maintenance Administrative Assistant

## Reports to the Maintenance Manager

As an integrated port network, HOPA Ports operates port and marine assets in Hamilton, Niagara and Oshawa. Across each location, our 60-person team includes experts in engineering, construction, maintenance, marina operations, finance, real estate, business development and communications. Together we manage Ontario's largest and most successful port network, and we strive to do our job in a way that protects the environment and enhances our community.

We are looking for a Maintenance Administrative Assistant to cover a maternity leave between now and Summer of 2022. In this role, you will be responsible to perform administrative duties for the purpose of assisting the Manager in the efficient operation of the Maintenance department.

### KEY RESPONSIBILITIES

- Receive and respond to requests for maintenance and repairs placed by customers both internal (HOPA employees) and external (HOPA tenants); conduct routine follow up with customers, tenants, and other stakeholders surrounding maintenance repairs/needs; on an 'as needed' basis, create customer invoices through Navision system
- Using the Maintenance Management system, prepare work/service orders and deploy maintenance staff and/or contractors; track/follow up and close orders upon completion; maintain service, inspection and routine maintenance records, and other appropriate documentation in the Maintenance Management system
- In conjunction with Manager, Maintenance & Fleet, research and recommend potential vendors/suppliers for a wide variety of goods and services delivered to HOPA; analyze contracts/agreements and interpret terms and conditions and present analysis to Manager for review.
- Work with employees in own and other departments to determine procurement needs and requirements; may be required ensure to analyze repair vs. replacement costs and arrange for repair of items when required; process purchase requests by placing orders; reviews orders for quantity, specifications, delivery requirements, and compliance with established policies and procedures.
- Assist with the monthly and annual inventory audits; assist with the disposal of surplus items and equipment per HOPA policies/procedures
- Assist in the maintenance of the MSDS system

### CANDIDATE REQUIREMENTS

- Community College - Administration
- Effective communication, both verbal and written
- Proficient in Microsoft Suite of products
- Valid 'G' License
- Experience with AutoCAD considered an asset
- Experience with Maintenance Mgmt. systems (i.e. TAG, Navision) considered an asset
- Knowledge of purchasing, procurement and storeroom functions considered an asset
- All HOPA employees must be fully vaccinated against Covid-19.

### WORKING CONDITIONS

- Working primarily in a climate-controlled environment
- May be required to sit for extended periods of time
- Frequent near vision use for reading and computer use

**HOPA Ports** is guided by its mission, vision and values...

**Mission** - We are responsible stewards of the port lands and their robust marine, road and rail networks. We create prosperity by facilitating commerce and providing sustainable solutions that offer value to our port customers and benefit to our communities.

**Vision** - Create and lead an integrated port network on the Great Lakes.

**Values**

- Respect and inclusivity
- Innovation and productivity
- A safe, empowered and positive team
- Collaboration to create long-term value
- Accountability for our decisions and our actions
- Continuous improvement and learning

**Please forward resumes including salary expectations. Please quote “Maintenance Administrative Assistant” in the subject line: [jobs@hopaports.ca](mailto:jobs@hopaports.ca)**

### **Everyone is welcome**

As part of our commitment to inclusivity, diversity, equity and accessibility, our goal is a workforce that reflects the communities we serve. We welcome all qualified applicants to apply including individuals with disabilities, those who identify as Black, Indigenous or persons of colour, members of the LGBTQ2S+ community and others. We are happy to honour accommodations at any part of the recruitment process and invite you to let us know how we can help.

We thank all applicants; only those selected for an interview will be contacted.