

Job Posting

About the CFPC

Representing more than 37,000 members across the country, the College of Family Physicians of Canada (CFPC) is the professional organization responsible for establishing standards for the training, certification and lifelong education of family physicians and for advocating on behalf of the specialty of family medicine, family physicians and their patients. The CFPC accredits postgraduate family medicine training in Canada's 17 medical schools.

Our Mission: Leading family medicine to improve the health of all people in Canada—by setting standards for education, certifying and supporting family physicians, championing advocacy and research, and honouring the patient-physician relationship as being core to our profession.

Our Vision: Leading family medicine. Improving lives.

Our Values: Caring; Learning; Collaboration; Responsiveness; Respect; Integrity; and Commitment to Excellence.

We are recruiting for a Materials and Facilities Assistant

Posting #: 2019-13
Department: Finance and Asset Management
Division: Corporate Services
Reports to: Manager, Materials and Facilities
Classification: Support Staff
Status: Contract Full Time, ending July 2020.
***FTE:** 1
Level: 2

Main Responsibilities

The Materials and Facilities Assistant is a support staff position reporting to the Manager, Materials and Facilities. This individual is an independent multitasker, who works closely with the Manager. The incumbent plays a critical support role for all departments at CFPC providing assistance in purchasing, mailing services and all other areas of operations at The College.

Mail

- Opens and delivers all incoming mail.
- Distributes the non-financial faxes once received from the Accounting Coordinator
- Process all outgoing mail using mailing system machine including letter mail, international mail, registered mail, and parcels
- Maintenance and operation of mailing machine including arranging service, ensuring there is enough postage funds in the machine and downloading new funds as required. Prints out monthly departmental usage reports for the Finance and Asset Management Department.
- Review and code mail pick-up and drop-off courier invoices, acting as point person for any issues that arise with vendors
- Maintain mailroom supplies including ordering of Xpresspost envelopes from Canada Post
- Knowledge of Canada Post letter mail and parcel/package mailing standards and other service standards and policies
- Familiar with available shipping & courier services, packaging, weighing and mailing of variety of items as required by staff

Operations

- Ordering of all office supplies for CFPC Depts.
- Ordering supply of pop/juice for College use. Develop an ordering system to maintain supply of refreshments.
- Maintain supplies for all staff coffee areas, coordinate and manage coffee/tea items with supplier
- Following the Facilities area maintenance schedule, ensure fridges and equipment are cleaned and maintained.
- Maintain paper supplies in all copy rooms, including stocking and ordering paper when required
- Receive and assist in distribution of shipments for staff deliveries
- Collect, count and code pop/juice money for Accounts Receivable
- Stock paper towels at coffee stations as required
- Organize basement and keep orderly in accordance with JHSC requirements

- Overall maintenance of CFPC communal areas i.e. disposal of unwanted items, arranging “item” removal when required

Purchasing

- Verify account codes and review invoices
- Research alternatives and make recommendations for supply purchase requests from staff
- Research alternatives and make recommendations related to purchases of appliances and postage machines and all other items purchased at CFPC

Other

- Other duties as assigned by the Materials and Facilities Manager
- Provide backup support to the Purchasing and Operations Coordinator position when necessary
- Assist with maintenance tasks, such as putting IKEA furniture together, minor repair jobs, dealing with other furniture issues, etc.
- Work in accordance with all health and safety requirements
- Assist College staff with moving boxes into basement storage and other duties as required
- Assist in placing and distribution of office supply orders for CFPC staff
- Stocking photocopy paper in copy rooms and ensuring resource room cabinet stocked with supplies
- Taking inventory of beverage fridge and stocking of beverage fridge
- Work in accordance with all CFPC policies, procedures and processes, and federal and provincial legislation
- Work in accordance with all health and safety requirements
- Other duties as assigned

Requirements (knowledge, experience, education, competencies):

- College education (2-year certificate or a 3-year diploma in a relevant field)
- Minimum of 2 years office experience
- Basic experience with Microsoft Office (Outlook, Word, Excel and PowerPoint)
- Superior organizational skills
- Ability to work both independently and as part of a team
- Ability to prioritize workload, meet deadlines and multitask
- Perform light maintenance work with the ability to lift and carry up to 50 lbs/26 kg
- Verbal and written communication skills, with ability to express ideas and opinions clearly and effectively in English; French is an asset

Working Conditions:

- Open-concept office environment

Hours of Work:

- 8:00 a.m. – 4:00 p.m. *or* 8:30 a.m. – 4:30 p.m. *or* 9:00 a.m. – 5:00 p.m. Monday to Friday

**If you share our passion, and are committed to living our CFPC Values
please submit a cover letter and your résumé referencing the posting# 2019-13 to: careers@cfpc.ca by 5pm on July 17, 2019.**

The CFPC is committed to fostering a healthy and positive work environment. In accordance with the *Accessibility for Ontarians with Disabilities Act, 2005* and the *Ontario Human Rights Code*, The CFPC encourages applications from all qualified candidates and will accommodate applicants' needs throughout all stages of the recruitment and selection process. If selected to participate in the recruitment and selection process, please inform Human Resources of any accommodation(s) that you may require to ensure your equal participation.

We thank all those who apply but only those selected for further consideration will be contacted.

*Full-Time Equivalent

