



# Student Association of George Brown College

<b>Job Title:</b>	<b>Building Support Staff</b>	<b>Job Category:</b>	Support Staff
<b>Department/Program:</b>	Building, Operations	<b>Reports to:</b>	Senior Coordinator Building Facilities
<b>Location:</b>	Casa Loma, St. James and Waterfront Campus	<b>Will Train Applicant(s):</b>	Yes
<b>Rate of Pay:</b>	\$19.38/hr 21hrs-23hrs max per week	<b>Position Type:</b>	Part-Time
<b>Travel Required:</b>	Yes	<b>Start-End Date:</b>	August 2024 - April 30, 2025
<b>Number of Vacancies:</b>	Positions available (1)	<b>Posting Expires:</b>	June 9, 2024 11:59PM *or until position is filled

**How to Apply:**

Submit **cover letter AND résumé** to: [hring@sagbc.ca](mailto:hring@sagbc.ca)

Subject Line: <your name> : Building Support Staff Application

**\*\* Please attach your Cover Letter and Resume in a PDF version**

**About the Student Association & Its Program offerings**

The Student Association is your student union representing the interests of all George Brown College students. The Student Association focuses on representation, advocacy, delivery of services and the operation of businesses to support its overall mandate.

We're here to be the bridge between the students at GBC and the college itself by listening to your concerns, advocating for students, and providing access to necessary services like Health Benefits, the Community Care Centre, and the Student Nutrition Access Program, events and recreation, clubs, academic support and legal services

**Job Overview:**

The Building Support Staff will support the Senior Coordinator Building with managing the building capital department procurement, and assets management, support overseeing the health, safety and maintenance of all Student Association spaces. Support with managing and maintaining up to date SA vendors database and inventory. This position will require travel between all of the SA association locations.

**GENERAL RESPONSIBILITIES:**

- Support the Sr. Coordinator in conducting monthly spaces environmental scanning and maintenance inspection, report recommended space maintenance and safety

improvements and support with documenting these inspections and maintain archived file for that.

- Support the Sr. Coordinator with department and projects procurement, review requisition orders for accuracy and verify that materials, equipment and stock are not available from current inventories.
- Assist with sourcing and obtaining price quotations from suppliers & contractors and assist with preparing quotation analysis and purchase orders
- Calculate cost of orders and charge or forward invoices to appropriate accounts
- As directed by the Sr. Coordinator process purchases orders and coordinate with selected vendors/contractors.
- Follow up with contractors and suppliers on ongoing projects / purchase orders as per assigned by the Sr. coordinator.
- Contact suppliers to schedule deliveries and to resolve shortages, missed deliveries and other problems
- Along with the Building Capital work on developing vendors, contractors and suppliers database for the all the SA key building and facility services.
- Update procurement tracking sheets and projects procurement masterplan.
- Prepare and maintain purchasing files, reports and price lists.
- Monitor asset levels as materials, equipment and stock are issued, transferred within the organization locations using SA asset systems
- Compile asset reports, recording the quantity, type and value of materials, equipment and stock on hand, using SA asset systems
- Collect quotes, process payments, follow up on order deliveries and manage any on-site work
- Report any inventory disposal requests on a timely manner, submit space furniture and equipment needs, register any new supplied and delivered equipment.
- Other duties as assigned.

**MUST HAVE:**

- Education background in business management, engineering or building management or any other relevant fields.
- Understanding of key procurement principles and assets management procedures.
- Customer-service oriented, detail oriented and strong organizational skills
- Critical thinking, problem solving and negotiation skills
- Ability to prioritize and manage tasks in an efficient and timely manner
- Very Good oral and written communication skills
- Ability to effectively present information to an internal department and/or large groups of
- employees
- Ability to work cooperatively as part of a team and independently, minimal supervision
- Capable of fulfilling the physical requirements of the job outlined.
- Proficient with Microsoft office and shall be proficient in using Microsoft Excel in particular



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- Must be able to work in a diverse college community
- Demonstrated professionalism; able to work with integrity and safeguard information against risk
- Value equity, diversity, and inclusion

**YOU MIGHT ALSO HAVE:**

- Knowledge of Building Systems, Life Safety, and Emergency Procedures
- Ability to read and interpret mechanical/electrical/AutoCAD's blueprints is an asset.
- WHMIS and other relevant workplace certifications would be an asset

**REQUIRED:**

- Full-time GBC students enrolled 2024-2025 prioritized, or GBC part-time student and/or recent grads/alumni
- Availability  
Must be available to work minimum 3 hour shifts Typical shifts occur Monday-Friday 9am-6pm.
- HOW TO APPLY: Must submit cover letter AND résumé.

*Student Association Vision:*

*Students are empowered to influence a just world.*

*Mission Statement:*

*We are committed to supporting each other and the students of George Brown College in the struggle for students' rights, the pursuit of quality education and the provision of services in a safe, accessible and equitable environment.*

*Commitment to Equity:*

*The SA is committed to employment equity and encourages applications from historically underrepresented groups to apply.*