



**Career Opportunity:**  
**RECEPTION & FACILITIES ASSISTANT**  
**(Permanent Full-Time)**

Do you want a purpose filled life? Are you looking for work-life balance? Are you looking to grow in your career in the administrative/facility operations profession? Are you results focused with an emphasis on quality and quantity standards with great attention to detail? Do you thrive in a diverse and change-positive work environment? Do you value a professional, positive, and supportive team?

**Join Interval House's Growing Team:**

At Interval House, the life experiences and stories of the women and children we serve inspire everything we do. Then this is a great opportunity to be a part of our growing Facility Operations department that supports Interval House mission by ensuring an optimal work environment for the organisation's operations, asset preservation and health, safety, and security needs.

**Job Details:**

The Reception & Facilities Assistant position will report to the Operations Manager.

Job Type: Permanent Full-Time

Hours of Work: 35 hours per week

Location: Toronto, Ontario

**You will benefit from:**

- Work/Life balance
- Competitive compensation
- Employer fully paid Group Insurance benefits
- Employee Assistance Program
- Paid vacation and sick benefits
- RRSP benefits
- New learnings, career growth and professional development opportunities

**Do you have?**

- Excellent verbal and written communication skills and telephone etiquette
- Demonstrated ability in establishing and maintaining collaborative relationships with external stakeholders
- Relevant knowledge and/or experience working with Reception and Facility support
- Knowledge of technology related troubleshooting
- Ability to identify and manage risks

**Apply your education/experience and knowledge to provide a safe and secure environment for our clients and staff by:**

- Ensuring regular property inspections and maintenance
- Providing effective response to facility emergencies
- Ensuring adherence to Interval House's pandemic policies and procedures for all stakeholders
- Receiving and directing visitors
- Implementing records maintenance and retention

**Strengthen your skills and abilities in:**

- Effective communication by responding to internal and external communications/inquiries
- Facility and equipment maintenance and troubleshooting
- Tracking and maintaining supplies and asset inventories
- Tracking and gathering data for monthly reconciliation and various analytical reports
- Strategic thinking, initiative, planning and organisation

**Interval House:**

Established in 1973, Interval House is Canada's first shelter for women and children experiencing abuse. We are trailblazers in the campaign for women's empowerment and independence and we provide innovative, specialized, and transformative services that help to break the cycle of intimate partner violence. Checkout our website for more details, [www.intervalhouse.ca](http://www.intervalhouse.ca)

**Please submit your cover letter and resume to:**

Attention: Human Resources Subject line: **RECEPTION AND FACILITIES ASSISTANT**

Email: [personnel@intervalhouse.ca](mailto:personnel@intervalhouse.ca)

Website: <https://www.intervalhouse.ca/careers/>

**Good to Know:**

We thank all applicants. Please note, only applicants who meet the requirements will be contacted.

Proof of full Covid-19 vaccination (including booster shots) against Covid-19 is required before hire date.

Must be eligible to commit to a permanent employment contract.

All successful applicants must agree to undergo a police vulnerable sector check.

Interval House demonstrates its commitment to diversity, equity and inclusion, respect in the workplace and does not condone any form of discrimination and workplace violence.