



Facilities Associate

Location: London, Ontario, CAN

AT DIAMOND AIRCRAFT, WE COMBINE ATTENTION TO DETAIL WITH CUTTING-EDGE TECHNOLOGY AND PIONEERING INNOVATION. OUR DEDICATION TO THE QUALITY OF OUR ENGINEERING AND WORKMANSHIP MAKES OUR AIRCRAFT THE SAFEST IN THEIR CLASS.

Job Summary:

Provide hands on assistance throughout facilities for maintenance, storage and movement of non-production assets and resources. Travel to other company-related properties to assist with facility-related issues as requested.

Responsibilities:

- Research and resolve problems related to facility operations
- Provide information and/or refer to appropriate parties to resolve questions or problems
- Maintain cleanliness of work areas
- Maintain all power tools, equipment and inventory following preventative maintenance schedule
- Perform basic care & maintenance of company cars
- Perform and facilitate minor building maintenance, on and off-site
- Assist with on-site visits with vendors and contractors for all routine facility maintenance and repairs as well as for any building modifications
- Travel to different locations for purchase, pickup and delivery of equipment and documentation
- Relocate office equipment, materials and furniture as necessary
- Anticipate and carry out preventative measures with respect to environmental issues, such as spills
- Perform grounds maintenance
- Perform all work in accordance with Health and Safety policies
- Perform other related duties as assigned

Qualifications & Experience:

- Must possess a valid driver's license
- High School Diploma or equivalent required
- Legally entitled to work in Canada
- Ability to use power tools including lawn maintenance tools and equipment
- Ability to use machinery & equipment, and vehicles.
- Basic skills in Microsoft Office
- Must have demonstrated customer service and strong organizational skills
- Ability to multi-task and prioritize tasks in fast paced environment
- Critical thinking abilities
- Valid lift truck license considered an asset

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Working Conditions:

- Lifting up to a maximum of 50 pounds, occasionally
- Working around operational machinery, chemicals and electrical

Why Work For Us:

- › Comprehensive Benefits Plan
- › Employee and Family Assistance Program (EFAP)
- › Education Assistance Program
- › Employee Referral Program
- › Registered Retirement Savings Plan (RRSP) Program
- › Company Sponsored Social Events

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