

**JOB TITLE:** Office and Facilities Manager  
**DEPARTMENT:** Office Services, Guardian Capital Group Limited (“GCG”)  
**REPORTS TO:** Vice President, Human Resources  
**LOCATION:** Commerce Court West, 199 Bay Street, Toronto

## **JOB STATEMENT:**

Reporting to the Vice President, Human Resources, the Office and Facilities Manager will be responsible for organizing and coordinating office administration, procedures and facilities activities, in order to ensure organizational effectiveness and efficiency. The successful candidate will be well-organized and take initiative to optimize the utilization of services and equipment to ensure that Guardian Capital employees are able to work under the best and safest conditions.

## **ESSENTIAL FUNCTIONS:**

- Managing all Office Services functions necessary for the efficient operation of the CCW-31 floor office and providing expertise on Office Services functions in other offices as required;
- Selecting, training, coaching and managing mailroom, reception and office coordinator Associates;
- Acting as liaison with, and coordinating the services provided by, the building landlord(s) including all necessary office repairs, office security and maintenance at all Guardian and Worldsource locations in Canada;
- Managing and coordinating the Fire and Emergency Preparedness Procedures, ensuring compliance with regulatory requirements at all Guardian Capital\* locations;
- Managing and coordinating the Health & Safety actionable items for Guardian Capital, including the development and maintenance of regulatory and best practice material and training;
- Active member & Chair of firm’s Occupational Health and Safety Committee including managing and coordinating the recruiting and training of the members of the Joint Health & Safety Committees (where required in Guardian Capital locations), monitoring meetings and workplace inspections;
- Managing service vendors to ensure contract terms and obligations are being met, i.e. Shredding, Carpet Care, Plant Maintenance, Courier, Print Services & Off-site Document Storage;
- Managing all office changes relating to new Associates in conjunction with senior management;
- Managing external contractors, designers and other vendors relating to office moves and/or build-outs, at all Guardian and Worldsource locations in Canada as directed by the CFO;
- Procuring all office furniture and supplies;
- Coordinating the annual Property Insurance renewals for all Guardian Capital locations;
- Approving all invoices related to Office Services and Facilities;
- Participates in new hire orientation;
- Managing the process of procuring the printed personalized business material as required; and
- Other duties and projects as may be required.

\* Guardian Capital refers to Canada, the U.S. and the U.K.

## **QUALIFICATIONS:**

- Post-secondary education
- Minimum of 5 years working experience in Office Services/Facilities managerial role
- Knowledge of requirements of Ontario Occupational Health and Safety Act
- Experience with vendor management
- Experience with project management – ability to set own priorities to meet deadlines

- Results oriented with the ability to be flexible and work well in a busy and demanding environment
- Proficient with Microsoft Outlook, Word and Excel
- Strong interpersonal, organizational and problem solving skills
- Superior written and verbal communication skills
- Professional and positive attitude with a focus on teamwork
- Willing to work a flexible schedule, including evenings and weekends, as necessary to meet work requirements
- Expectation to be available on call afterhours for emergency maintenance issues that may arise
- Ability to travel as required

**COMPENSATION:**

Commensurate with experience

*If you are interested in applying for this position, please forward a cover letter and resume in confidence to [hr@guardiancapital.com](mailto:hr@guardiancapital.com).*

*Guardian Capital is committed to accessibility in employment and to ensuring equal access to employment opportunities for candidates, including persons with disabilities. In compliance with AODA, Guardian Capital will endeavour to provide reasonable accommodation to persons with disabilities in the recruitment process upon request. If you are selected for an interview and you require accommodation due to disability during the recruitment process, please notify the hiring manager upon scheduling your interview.*

*We thank all applicants for their interest but only those selected for an interview will be contacted.*