

**Connecticut Hospital Association**  
**JOB DESCRIPTION**

**JOB TITLE: Facilities Assistant**

**JOB SUMMARY:**

Under the direction of the Supervisor, Organizational Services, perform various building and facility maintenance tasks, deliver and stock office supplies, set up and breakdown conference rooms and catering for meetings; serve as back-up for receptionist and perform other related duties. **This is a part-time position (25 hours per week), with fluctuating hours.**

**JOB DUTIES:**

- Process incoming and outgoing mail on a daily basis.
- Cover reception duties as needed, including answering the phone at the front desk and directing calls.
- Set up catering for meetings and related clean-up as needed.
- Break down and set-up conference rooms based on specifications.
- Participate in building and grounds maintenance and upkeep, including:
  - Shovel snow and remove ice from sidewalks and other walkways; salt areas as needed.
  - Perform minor maintenance tasks as needed throughout the building, e.g. light bulb replacement, trash removal, minor plumbing repairs, clean overflows and spills in bathrooms and kitchens, shampoo rugs and replace tiles as needed, reset clocks and change batteries, put up and take down flags.
  - Perform light maintenance repair work, such as putting up shelves, hanging whiteboards, fixing or assembling furniture.
- Participate in cubicle construction and office relocation. Assist in inventory control of cubical parts.
- Track supply inventory for printing and operations, and stock supplies throughout the building.
- Survey building conditions and grounds daily and report issues to supervisor so they can be addressed.
- Work with vendors to address building issues – place service calls and update team on status.
- Pick up and deliver transfer files; check to ensure that all required information is completed; purge files in accordance with established procedures.
- Receive incoming internal shipments; check to ensure that content agrees with packing slips.
- Learn internal BMS system for HVAC and be able to monitor temperatures.
- Help with capital projects as needed by clearing out spaces, relocating furniture, communicating with vendors and team.
- Manage inbox and respond to e-mails on a timely basis.

**REQUIRED SKILLS:**

- 3-5 years of related experience; familiarity with building/facility maintenance as well as a comfort level with a variety of support operations.
- Ability to troubleshoot/fix minor repairs.
- Organized self-starter who takes initiative to complete tasks and update supervisor on status.
- Basic Word and Outlook skills.
- Solid customer service, communication, and time management skills.
- Project management experience desired; ability to multi-task. Ability to lift up to 25 pounds without assistance.

EOE

:ALP