

Facilities Lead

Position Status:	Temporary Assignment to September 30, 2025
Posting Status:	Open
Location:	51 Rolark Drive, Toronto, ON M1R 3B1 with occasional travel to 26 Prince Andrew Place, North York, ON M3C 2H4
Starting Salary:	\$49,741 to \$65,762 per year
Hours of Work:	36.25 per week
Posting Date:	October 17, 2024
Closing Date:	October 21, 2024

Who we are

The Office of the Chief Electoral Officer (Elections Ontario) is an independent, non-partisan office of the Legislative Assembly of Ontario, responsible for administering provincial elections, by-elections, and referenda in Ontario. We are committed to making voting easy and accessible for all electors, while maintaining the integrity, security, and transparency of the electoral process.

Join our team

The Finance, Procurement & Logistics division of Elections Ontario (EO) is seeking a dedicated and enthusiastic individual to lead the day-to-day and operation of safe and secure storage facility services for EO's supplies and equipment.

What to expect in this role

Reporting to the Manager, Facilities & Logistics, you will:

- Operate forklifts including Counterbalance, double deep reach truck, swing mast truck and electric pallet truck.
- Provide guidance and lead temporary staff.
- Oversee large scale assembly projects.
- Provide quality assurance testing.
- Monitor goods for compliance with packaging requirements.
- Prepare, package and ship sensitive election materials.
- Data entry using shipping and mail systems.
- Receive goods into the warehouse, assemble, sort and count material.
- Assemble, sort and count material.



- Provide a variety of administrative tasks including monitoring facilities, help desk tickets, working with spreadsheets and word documents.
- Arrange transportation and liaise with contracted logistics suppliers.
- Schedule external mail and courier services.
- Drive vehicles in EO's fleet and deliver passengers and/or goods to specific locations.

What you need to qualify

- Demonstrated experience in operating forklifts.
- 2 years' experience in applying warehouse and materials handling practices and methods.
- 2 years' experience working on or coordinating helpdesk activities.
- Experience leading and motivating a team of temporary resources.
- Experience and knowledge of electronic shipping systems.
- Strong understanding of election cycles and deployment activities.
- Driver's license (G class) required.
- Good customer service, organizational, interpersonal and communication skills.
- Attention to detail and accurate data entry skills.
- Good physical condition to lift items (max 35 lbs.).
- Must be legally entitled to work in Canada.

The successful candidate will be required to work in-office.

How to apply

Our recruitment process reflects our mission to uphold the integrity and accessibility of the electoral process and to manage elections in an efficient, fair, and impartial manner. We offer career growth opportunities and a competitive rewards program.

Please submit your cover letter and resume as one attachment, quoting File #EO-2024-142 in the subject line, to hr@elections.on.ca no later than **October 21, 2024**.

We thank all applicants for their submission. Only those candidates selected for an interview will be contacted.

How to request an accommodation

Elections Ontario is an equal opportunity employer. We are committed to fostering an inclusive, equitable and accessible environment, where all employees feel valued, respected, and supported.



Under the *Accessibility for Ontarians with Disabilities Act* and the *Ontario Human Rights Code*, we provide accommodations to applicants with disabilities throughout the recruitment and selection process. If you require a disability-related accommodation to participate, please call 1-888-668-8683, send a fax to 1-866-714-2809, TTY at 1-888-292-2312 or email hr@elections.on.ca.