

Oxford Properties Group

Operations Supervisor

Job Number: 09-ON-001

Position: Operations Supervisor
Job Type: Salaried - Full Time
Location: Toronto (Royal Bank Plaza)
Division: Office
Reporting to: Operations Manager
Closing Date: 2/23/2009

Summary:

Reporting to the Operations Manager, the Operations Supervisor is responsible for the overall operation of the Royal Bank Plaza. This includes security, cleaning, life safety, repairs and maintenance, elevators, supplies, tenant services, and revenue-producing small jobs. Specific duties include:

Building Operations: Supervise staff, complete daily inspection of selected areas, coordinate minor and chargeable repairs to the building and premises, review and monitor all building functions and provide day-to-day support to the Operations Manager as required. Assist in managing Capital Projects as required.

Tenant Concerns: Address tenant questions and concerns in the day-to-day operations of the facility.

Quality Concerns: Spot check all contracted services, daily review of Maxx reports and performance, provide direction for repairs and follow-up on work orders when required.

Administration: Ensure completion of payroll time cards, status change forms, health and safety committee meetings, and invoice review and approval.

Other responsibilities as required.

Requirements:

Qualifications for this position include:

Minimum completion of High School diploma, completion of College diploma preferred.

BOMA/RPA courses completed or in progress.

Minimum of 5 years of class 'A' high rise office operations experience.

Proven relevant technical and mechanical skills.

Demonstrated ability to effectively manage and motivate employees.

Exceptional communication, organization, and time management skills.

To apply for this position please e-mail your resume and cover letter to hrrecruit@oxfordproperties.com and indicate reference number 09-ON-001 in the subject line.