



Are you ready for a change? CN Investment Division (the Division) is your chance to do meaningful work with a smart, imaginative team in a unique and exciting environment. With \$19 billion in assets, we actively manage the pensions of over 50,000 pensioners and pension plan members. This important mission drives our teams and our vision each and every day.

As a part of the Division team, you will always be learning, adapting and creating solutions to keep pace in a changing world. You will also work in a flexible, inclusive and equity-focused environment with lots of room to thrive and grow your career and skills.

Join our team and be part of something great.

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## Position: Technician - Office Services

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### Current Opportunity

CN Investment Division is an inclusive and equity-focused environment with many opportunities to learn and grow at all levels of the organization. As Technician, Office Services, you will support the day-to-day operations of the organization on-site at our office in downtown Montreal. You'll be responsible for the smooth and timely management of office services and kitchen operations and you'll also ensure the receipt, sorting, and delivery of correspondence, and parcels as well as handling routine banking. You'll work to keep the kitchen running, placing all orders, maintaining inventory, refilling our vending machine, and keeping the fridges, coffee machines and microwaves clean. With our property manager, Ivanhoé Cambridge, and other providers, you will coordinate and carry out requests related to our office space. We will also look to you for backup support when our receptionist takes breaks or is absent.

As the ideal candidate you will need strong interpersonal and communication skills, self-motivation, and a customer-oriented attitude.

This is a great opportunity that will enable you to grow and get to know our dynamic organization and industry.

### Primary Responsibilities

- Responsible for office services and kitchen operations, including the placing of all orders, keeping track/negotiating of product prices, maintaining inventory and invoices, bringing/refilling paper to each copier machine, stationery requests, refilling vending machine, cleaning fridges/coffee machines and microwaves, emptying/filling/starting the dishwasher.
- Sorts, routes and delivers all incoming correspondence/parcels to ensure its accurate processing and distributes correspondence/parcels received in a timely and accurate manner daily. Is responsible for special deliveries (i.e., Canada Life forms) and postage machine/outgoing correspondence.
- Sends all courier services deliveries (QMS/FedEx), maintains appropriate records to support services payments and track deliveries (for employees on site and working remotely).
- Responsible to carry out/coordinate a variety of requests with Ivanhoé Cambridge or other providers such as office/restroom repairs, office installations, light bulb replacements, garbage/recycle bins to be emptied, temperature adjustments, furniture moves, clearing/setting up desks for new arrivals, appliance purchases, plant requests and follow ups (Décor Vert), carpet and chair cleaning (GDI, etc.), Shred-it services.
- Performs basic administrative and clerical duties which include routine banking and photocopying.
- Responsible for disinfecting commonly touched areas and surfaces several times a day.

- Ensures there are always hand sanitizer and disinfecting wipes available throughout the office.
- Provides backup support to receptionist daily during breaks, and as required during vacation periods and absences.
- Assists Supervisor - Communications and Office Services in the elaboration of the office services portion of the Communications and Office Services budget and in the purchase process follow ups.
- Assists Supervisor - Communications and Office Services in emergency and evacuation procedures.
- Participates in the logistics for the BCP.
- Assists Senior Technician - Communications in the maintenance and distribution of information materials as well as sending/receiving archive boxes and entering items in IMConnect.

### Professional Requirements

- Education - DEC in office automation or the equivalent
- Experience - General office experience (minimum one year)
- Knowledge in Microsoft Suites Products and facility with different computer software
- Comfortable navigating the internet via various search engines
- Bilingual (French and English)
- Strong interpersonal and communication skills
- Ability to carry out and prioritize various responsibilities in a timely and efficient manner
- Customer oriented
- Organized
- Motivated/positive attitude
- Good team player

If this position sounds like you, we would love to hear from you! Please send your application by August 27, 2021 via email to [jobs@cnid.ca](mailto:jobs@cnid.ca). The information received will be treated in strict confidence.

The Division values diversity and is committed to employment equity. All qualified applicants will receive consideration for employment without regard to race, colour, religion, sexual orientation, gender identity, national origin, age, disability, or protected veteran status. You are encouraged to apply and to self-identify so we can work toward full representation of those groups within our company.

Only candidates selected for an interview will be contacted. Thank you for your interest in the CN Investment Division.