



## JOB POSTING

### Facility Manager at the Goethe-Institut Toronto

The Goethe-Institut Toronto is looking for a full-time employee to join their team on **January 13, 2020**.

The Goethe-Institut Toronto is the cultural institute of the Federal Republic of Germany on a global scale. We promote the study of German abroad and encourage international cultural exchange. We also foster knowledge about Germany by providing information on its culture, society and politics.

#### Your Responsibilities:

##### *Premises*

- Responsible for the upkeep, presentation and security of the premises
- Perform general maintenance jobs and minor repairs, organizing appointments with tradespeople for major repairs
- Stock-keeping and distribution of office supplies, ordering as needed
- Responsible for the daily incoming/outgoing mail/parcels
- Preparation of premises for in-house events
- Preparation of classrooms/meeting rooms for workshops, seminars etc.
- Responsible for the upkeep of the storage rooms
- Running minor errands
- Assisting in the Administration Department

##### *IT-Support*

- Ensure copy machine and printers are kept in ready-to-use condition
- Responsible for the general maintenance and troubleshooting of office and classroom equipment/server room (e.g. computers, interactive whiteboards, etc.)
- Installation of new programs/software as needed
- Ordering new equipment as needed, set up and initial OS installation
- Set up of technical equipment for in-house events

##### *Webmaster*

- Building pages and general maintenance of the Goethe-Institut Toronto website (using CONTENTS web content management software). Responsible for training in CONTENTS.

#### Your Qualifications and Experience:

- All-round handyperson skills; previous relevant job experience would be an asset
- Good level of interpersonal, written & oral communication skills
- Solid computer and web skills
- Good customer care
- Friendly manner, ability to work unsupervised and self-motivated
- Great attention to detail
- Solid organizational skills
- Ability to problem solve and prioritize tasks
- Commitment to high service standards
- Proof of knowledge of basic German
- Valid Driver's License
- Reception duties may be required occasionally

The salary is based on the local salary scheme of the Goethe-Institut in Canada. Work conditions are based on Canadian law. **You must be legally authorized to work in Canada.**

Please submit your cover letter, resume and two references **by November 10, 2019** to: Bernadett Lukacs, Head of Administration, [bernadett.lukacs@goethe.de](mailto:bernadett.lukacs@goethe.de).

We thank all applicants in advance; however only candidates selected for an interview will be contacted.

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Goethe-Institut Canada Inc.

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