



## MAINTENANCE: MONCTON, NB

### ALLSCO WINDOWS & DOORS

ALLSCO is a Maritime Based company producing quality windows and doors for over 40 years. ALLSCO started as a family-business in 1976 building quality windows and doors for Atlantic Canadian homes. ALLSCO is now owned by the Atis Group, a Canadian leader in door and window manufacturing with 9 plants, 30 stores and 1400 employees. ALLSCO and Alweather Windows & Doors, constitutes the Maritime Division of the Atis Group. The group manufactures, distributes, and markets a full range of doors, windows and energy-efficient products for the residential and commercial renovation and construction markets through its various affiliates.

ALLSCO's production and office facilities are located in Moncton, NB and Alweather currently has retail store fronts in 6 locations throughout Nova Scotia and Prince Edward Island. Our local team, quality/affordable products and core values are the key to our success.

### DUTIES AND RESPONSIBILITIES:

- Maintains, services, and conducts minor and major repairs on the facility
- Produce work orders
- Perform preventative maintenance duties
- Perform a variety of semi-skilled duties in the areas of plumbing, carpentry, electrical, painting and plastering
- Assists subcontractors with their tasks
- Inspect and maintain equipment and update inspection sheets as required
- Maintain and update the maintenance log daily
- Flooring repair and upkeep, and assist with heating and air conditioning system maintenance when required
- Complies with all established Health & Safety guidelines and procedures

## QUALIFICATIONS:

- 1-2 years' experience
- Post-secondary education is preferred
- Proficient computer skills; Microsoft Word, Excel, PowerPoint, Outlook
- Highly organized, professional, friendly and results oriented
- Excellent planning and time management skills
- Ability to prioritize and manage multiple tasks and work efficiently under pressure in a fast paced, deadline-oriented environment
- Problem solving ability
- Strong communication skills
- Self-motivated and goal oriented

TO APPLY: SUBMIT A RESUME TO [HIRING@ALLSCO.COM](mailto:HIRING@ALLSCO.COM)