



JOB POSTING

Office Caretaker

Shift – Monday to Friday 9:00am to 5:00pm

About the Company

Virox Technologies Inc. is a leading manufacturer in equipping the entire spectrum of global markets that are concerned with infection control with state-of-the-art antimicrobial technology in the war against microbes. As a research driven company, Virox currently sells branded and private label products and partners with industry leaders in human and animal health markets. All partners have validated the scientific claims and market acceptance of our patented technology called Accelerated Hydrogen Peroxide. We are presently growing at an exciting pace and are looking to add an Office Caretaker to our team.

About the Role

As a member of our Client Services team reporting to the *Client Services & Office Manager*, the *Office Caretaker* will be responsible assisting in the care for the office and ensuring the health, safety and sanitation of the office space.

Duties & Responsibilities

- Performing daily office inspections and reporting observations.
- Performing light cleaning duties such as wiping water spills around sinks, mopping spills, dusting office furniture, cleaning mirrors, glass etc.
- Monitoring and replenishing building and office supplies such as paper towels, printer paper, coffee etc.
- Loading and unloading supplies, maintaining stock room.
- Performing minor repairs to plumbing and electrical fixtures, as needed.
- Ordering supplies needed for cleaning and maintenance duties.
- Moving furniture, equipment, and supplies, as needed.
- Assisting with set-up for events and meetings.
- Other projects and tasks, as assigned.

What do you need to succeed?

- High school diploma or GED.
- 1-2 years of experience in cleaning/caretaking duties.
- Ability to lift up to 50 lbs.
- A "can-do" approach and commitment to getting the job done.
- Ability to operate hand and power tools.
- Ability to stand for long periods of time.
- Strong attention to detail, problem solving, organizational and time management skills.
- Strong interpersonal, listening, verbal and written communication skills.

Applications

Those interested in being considered for this opportunity are asked to forward their resumes to jobs@virox.com.

Virox Technologies Inc. is committed to providing accommodation for individuals with disabilities. Accommodation will be provided upon request in all parts of the hiring process as required in accordance with the Virox Technologies Inc. Accommodation Policy. Candidates requiring accommodation are asked to make their needs known in advance.

We sincerely thank all applicants who express an interest in this role; however, only those candidates being directly considered will be contacted.