

Operations - Part Time (15 - 20 hours per week)

Do you like working with your hands? Does the idea of sitting at a desk kind of make you shudder? What about logistics, do you enjoy things being organized and well maintained? If you're saying yes...you might be a great fit for an operations position at HiViz Lighting, INC!

At HiViz, our mission is to help first responders work more safely and effectively after dark, so that they can save lives. We do this by manufacturing lighting and other technologies designed to make the public safety world more safe. We have a lively team and company culture. We have fun, we're positive, we work hard, we have a family like atmosphere, we believe in doing everything with excellence and we take a tonne of pride in what we do. Did we mention we also like to have fun?

We're looking for someone to fill a part time operations position. The hours can be defined, but may suit a firefighter or other first responder who is interested in a second position between shifts.

Key result areas:

- **Managing the maintenance of Demo Truck Fleet**
 - Ensuring they are in good working order
 - Ensuring registrations are up to date
 - Taking to inspections when necessary
 - Coordinating and transporting vehicles to dealer or mechanics when needed
 - Preparing them for travel and trade shows
 - Unpacking them following a trade show
- **Managing Warehouse**
 - Keep warehouse contents organized
 - Ensuring inventory is organized and accounted for
 - Keeping tools and equipment clean and organized
 - Sweep and mop floors once per week
 - Organizing trade show equipment and displays to ensure good working order
- **Facilities Maintenance**
 - General maintenance work around facility
 - Monitoring for any building issues (roof leaks etc.)
 - Coordinating with contractors for repair and maintenance when needed (roofing, HVAC, lawn care etc.)

To be successful in this role, you should describe yourself as: Intrinsically motivated, organized, positive attitude, self-starter, humble, coachable, good with multitasking.

Hourly rate: \$17 per hour

Interested in applying? Please e-mail jointeamhiviz@hivizleds.com and let's go!