



**Job Title: Facilities Assistant**

**SUMMARY:**

Deliver documents and supplies to all Pentucket Bank locations. Pick up Bank mail from the Haverhill Post Office daily. Assist in maintaining the in-house supply areas. Perform light janitorial and maintenance tasks as necessary. Assist with document imaging.

This position requires availability four Saturdays (2 hours) annually for event set up or break down.

**DUTIES AND RESPONSIBILITIES:**

Include the following, other duties may be assigned.

- Deliver documents and supplies to all Pentucket Bank locations.
- Pick up all Bank mail at the Haverhill Post Office.
- Process all in-house mail.
- Assist in maintaining the in-house supply areas.
- Supply order fulfillment.
- Light janitorial and maintenance tasks.
- Responsible for document imaging.
- Departmental support as necessary.
- Assist Facilities Coordinator with facility projects as assigned.
- Events set up and break down.
- Maintain Bank owned vehicles.
- Other duties as assigned.

**SUPERVISORY RESPONSIBILITIES:**

None

**QUALIFICATION REQUIREMENTS:**

EDUCATION and/or EXPERIENCE:

High school diploma and a valid driver's license with a clean driving record. Two years facility maintenance experience preferred.

TECHNICAL SKILLS, TRAININGS OR CERTIFICATIONS:

- Knowledge of Microsoft Word and Excel and data entry.

OTHER SKILLS or ABILITIES

- Self-motivated, detail oriented and can perform tasks with minimal supervision. Must be able to move and carry 50 lbs.
- Ability to work on ladders.