Position: Facilities Intern

Reports to: Facilities Manager

Hours: Full-Time within Business operation hours: Monday – Friday 9:00am to 5:00pm

Department: Facilities

Location: 2244 Westchester Avenue, Bronx, NY 10462 (Administrative Office)

Qualifications or Skill Required:
Clearly communicates in English; proficient reading, writing, and grammar; proficient interpersonal relations and communicative skills. The candidate must have knowledge of basic computer systems and typing skills. Visual and auditory skills required; ability to sit, stand, walk and lift equipment up to 70 lbs. Candidate must also maintain a valid Driver’s license.

Additional requirements:
Required to apply attention to detail in a data entry and quality control capacity. Candidate should have the ability to use tact in dealing with people, takes direction well, and maintain a sense of focus in order to complete tasks. Must have a team-orientated approach and assist on various projects. Candidate must have excellent computer literacy with good PC skills, and Microsoft Office software (Excel and Word).

Responsibilities:
Responsible for implementation and maintenance of the Asset tagging software and Docuware scanning system to include data entry and quality control. Frequent to travel to various locations in order to identify and track company assets. The candidate must have strong project and time management skills and be able to make decisions and take initiative to keep projects on track. The candidate must be able to generate and understand reports pertaining to the work they have performed and keep track of project progress. Responsible for assisting in and being familiar with all facilities related functions including mailroom duties, supply inventory and delivery, facilities inspections, adherence to safety standards and all other ancillary duties.

Disclaimer: Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

EQUAL EMPLOYMENT OPPORTUNITY

The policy of Ponce Bank is to provide equal employment opportunity to all applicants and employees without regard to race, color, religion, sex, age, genetic information, national origin, handicap or disability, citizenship, and any other class protected by federal, state or local law. Ponce Bank will affirmatively seek to advance the principles of equal employment opportunity. The Bank will take affirmative action to insure applicants and employees covered under Executive Order 11246, as amended, the Rehabilitation Act of 1973 and/or the Uniformed Services Employment & Re-employment Act are not discriminated against because of their race, religion, sex, national origin or handicapping conditions.

Application Deadline: Immediate

Expected Start Date: Immediate

Interested applicants should apply online at Poncebank.com> About Us> Careers