

PETER EBENHOECH

Job Ref Number:

Languages: English

Salary expectation:

Notice period: With short notice

Interview availability: Flexible

Role Applying for:

What you need to know about this candidate:

- Secret Security Clearance (2026 Exp.)
- Assistant General Contractor / Project Administrator
- Over 19 years of successful operations management experience including logistics, office and administrative management
- Health & Safety Certified/OSHA Compliance Supervisor
- Proven management skills, with the ability to manage performance and motivate staff on an individual and team level
- Completed human resource functions, such as hiring and training new staff, including training on policies and procedures
- Commercial property management and operations experience (basic changing of HVAC filters, belts, fire panels, etc.)
- Strong relationship building skills and team coordination of direct reports, construction personnel as well as internal management
- Understanding of building compliance codes, regulatory acts and information security requirements
- Ability to manage day-to-day operations within budgetary constraints
- Outlook, AutoCAD, Office

Reason to switch:

I am actively seeking to fill the position in the Ottawa area. With over 10+ years' experience in operations management, after a period of Algonquin College studying architecture I'm seeking to get back into the work force where I may be supported and further utilize my skills and new education. I can start with short notice once we have the interview.

Education:

Architectural Technician | Algonquin College | 2020 - 2022

Aircraft Maintenance & Engineering | Algonquin College | 2016

General Arts Certificate | Algonquin College | 2016

PROFESSIONAL EXPERIENCE

Transportation Driver & Office Administrator | M & R Transportation Ottawa, ON | 2018 – 2020

- Pick up special need's children and shuttle them to schools
- Driver supervisor to inspect other fleet van for safety reports
- Office Management and administration

Office Administrator (Contract) | Citron Hygiene Ottawa, ON | 2017 – 2018

- Greet all visitors and direct or escort them to their destination
- Answer visitor questions or identify the appropriate source for the answer
- Manage a multi-line phone system, screening and forwarding calls as required
- Monitor main email account, forwarding or replying to inquiries;
- Maintain the office filing system in accordance with records management procedures;
- Provide general administrative support to the Service Manager and Director of Operations as needed and assist with special projects and reports
- Perform data entry in accounting software, creating invoices, posting inventory transfers in Accpac
- Scheduling service appointment via phone and through emails
- Project Manager
- Forwarding service reports to clients, completing spread sheets detailing of service performed

Volunteer Cook (Contract) | Centre 507 Ottawa, ON | 2015 – 2016

- Volunteering on a weekly basis in creating lunchtime soup meals for those in need
- Coordinating and interacting with large groups of diverse individuals

Information Desk Representative (Contract) | Algonquin College Ottawa, ON | 2014 – 2015

- Provide Advice, Guidance and Direction to Algonquin visitors, faculty, and student body
- Speaking on behalf of the Student Information services in front of staff and faculty at the college
- Interact with a large group of diverse individuals
- Provide online assistance for prospective and current students and faculty
- Variety of methods of inquiry with tools that I am given

Operations Manager | Petco Group Ottawa, ON | 1992 – 2013

General Operations

- Ensuring compliance to all Occupational Health & Safety goals & objectives;
- Managing a team of approximately 40 employees in a busy work environment
- Negotiating contracts, ensuring that they balance value and risk;
- Project manager on construction sites

- Establish and implement departmental policies, goals, objectives, and procedures;
- Creating, managing, and analyzing performance data and other information

General Administration

- Managed office coordination per policy and requirements including: financial controlling (bank machines, bank account, deposits), using QuickBooks Pro for financials, signing officer on all company accounts, completed payroll using Ceridian Payroll Systems;
- Completed police record check processing for insurance, recruiting and staff supervision issued Records of Employment, scheduled staff;
- Advised CEO on legal requirements, marketing, and promotions
- Special Events Coordinator permits and event planning
- Assistant General Manager / Project Administrator

Property Management

- Ensured excellence in customer service overseeing a team of staff, negotiated contracts with vendors and purchased products;
- Installed complete cable network throughout building for cameras & alarm systems, computer network and put in place POS system;
- Maintained proper building maintenance, performed repairs, or scheduled work crews, key holder & alarm responder, entrusted with safe combination

Sales Associate, Warehouse Associate | Preston Hardware Ottawa, ON | 1992 – 1993

- Stock showroom, assist customers, open incoming inventory, stock warehouse.

Warehouse Manager & Site Foreman | Akran Systems Ottawa, ON | 1984 – 1992

- Promoted from shipping & receiving to manager and finally site foreman responsible for assessment of contract work and overseeing repairs such as with HVAC unit, air conditioning or electrical requirements and irrigation repairs, contractor bids and fleet
- ISO approved by learning all positions in company through approved training guidelines

CERTIFICATION & TRAINING:

| | |
|---|------|
| Secret security level clearance File number is 96013197, expiry date is 6/4/2026 | 2019 |
| WHMIS Algonquin College, Ottawa, ON | 2020 |
| First Aid and AED Certification M & R Student Transportation, Ottawa, ON | 2019 |
| Joint Health & Safety Certified/OSHA Compliance Occupational Safety Group, Ottawa, ON | 2011 |
| Scissor/Bucket Lift Certified CRS, Ottawa, ON | 2011 |
| Ceridian Payroll System Petco Inc., Ottawa, ON | 2003 |
| SmartServe Alcohol and Gaming Commission of Ontario (AGCO), Ottawa, ON | 2002 |

References:

Mike Coll, PMP
Algonquin College Professor / Project Director at BGIS
Cell 613-315-6853
michaelcoll03@gmail.com

Citron Hygiene – Devon Ducharme
Operations Manager
Cell. 613-218-2569
dducharme@citronhygiene.com

Former VP of Citron Hygiene – Sophie Leclair
Cell. 613.880.4402
sophieleclair@videotron.ca

Former Senior Pest Control Team Lead
Citron Hygiene – Garry Carbonnell
Cell. 819-744-7424
Gpc@gpcpest.ca
Gcarbonnell@hotmail.com

Hicham Hassoun
M & R Student Transportation
Bus. 613-749-3375
studenttranspo@hotmail.com