

# Part-time Facilities Assistant at Backroads

This position is onsite at our Berkeley, CA office.

The schedule is part-time, Monday through Friday from 12:00 pm-ish to 6:00 pm-ish (hours flexible)

## What you'll do:

The Facilities Assistant works closely with the Office Manager to maintain a clean and organized office environment for our employees. As the Facilities Assistant, you will interact with the Executive Assistant, IT, and People & Culture daily, and all other departments in the building as needed. You will perform daily facility operations, maintenance projects, and basic building needs, as well as maintain a clean and organized work environment. This is a unique job at Backroads, and it is super important to the function of our building. Some examples of the tasks you would be responsible for as the Facilities Assistant are:

- Ensure orderliness and cleanliness in shared areas including reception, conference rooms, restrooms, and kitchens
- Assist with set-up and clean-up/ breakdown of company meetings, receptions, and special events
- Coordinate office rearrangements and office furniture system reconfigurations
- Stock miscellaneous consumables and supplies in kitchens and pantries, stock bathroom supplies
- General sorting & filing
- Perform minimal maintenance - plumbing, light carpentry, painting, & minor equipment repairs

## Who You Are:

You are a hands-on person who is up for any task and is comfortable juggling multiple priorities simultaneously. You are self-motivated, you take the initiative when looking for ways to improve facilities and make improvements, and you can quickly identify problems and troubleshoot solutions. You have no trouble staying on task and you always find ways to utilize downtime productively.

## About Backroads:

At Backroads we're passionate about connecting our guests with so many of the most beautiful places in the world. We use our four-plus decades of expertise to create exceptional biking, hiking, and multi-adventure trips in over 50 countries for people wanting a deeper and richer travel experience. We travel on land as well as by small luxury ships on active river and ocean cruises. Our trips are for all ages – including dedicated itineraries just for families. We are known for our unwavering attention to quality. We have a dynamic work environment and a strong company culture.

## How to Apply:

At Backroads, there is no such thing as an "ideal candidate." We believe in the power of teamwork - and in the desire to learn something new every day. We believe in hiring people, not just skills. If this sounds like a company you would like to join and a role you would thrive in, please don't hold back from applying! Backroads is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

To apply, please send a cover letter explaining why you think you'd be a great fit for Backroads along with your resume and salary requirements to [staffing@backroads.com](mailto:staffing@backroads.com) with "Facilities Assistant" in the subject line of your email

