

Maintenance Assistant, Part-Time

John G. Ullman & Associates, Inc. is seeking a part-time (20 hours a week) Maintenance Assistant to join our firm. Working from the Corning Office, the focus of this position includes basic facility maintenance and repairs, including light cleaning of both interior and exterior areas.

Job Duties

- Process outgoing mail through postage meter and deliver to post office
- Distribute and store incoming shipments
- Empty wastebaskets
- Restock office, kitchen and bathroom supplies (copy paper, toilet tissue, facial tissue, etc.)
- Load and run dishwasher
- Maintain safety throughout facilities
- Various maintenance tasks, as needed (painting, changing light bulbs, etc.)
- Collect and shred discarded confidential documents
- Build and move office furniture
- Remove snow and treat sidewalks
- Assist with file storage organization
- Backup cleaning staff as needed

Required Qualifications

- High school diploma or equivalent
- Valid driver's license with clean driving record
- Lift up to 50 pounds
- Walk, bend and stretch as required
- Stand for long periods of time
- Good balance and hand-eye coordination

Perks & Benefits

- Regular company outings
- Community Involvement
- 401K Retirement Savings Plan
- Simplified Employee Pension Individual Retirement Arrangement (SEP-IRA)
- Opportunity to be part of a growing firm as we expand to meet the needs of our clients.
- Work for an organization that is strongly committed to ethics and values, offers a warm and welcoming environment, and is flexible and supportive of training, development, and continuing education.
- Access to all JGUA portfolio management, financial planning, and income tax services for you and your family.

About Us

John G. Ullman & Associates is a different kind of Wealth Management Company. Our "one firm" model provides high net-worth individuals and families a single place to turn for all aspects of their financial lives, including financial planning, wealth management, and "special projects" catered to their unique needs. Our relationships with our clients are long-standing, often spanning decades and multiple generations. Our headquarters is in



John G. Ullman
& Associates, Inc.

Comprehensive Wealth Management

Corning, New York, in the beautiful Finger Lakes Region, with a second office in Rhinebeck, in the Hudson Valley region of New York.

To Apply

If you are interested in applying please e-mail a letter of interest and resume to our Human Resources Department at hr@jgua.com. Please indicate you are applying for the "Maintenance Assistant" position and use reference code JGUA-Maint.