

Job Title: Administrative Assistant - Receptionist

Position Overview

The role interacts with a variety of people within a fast-paced office. The person, with a warm personality and a helpful approach, will greet visitors, handle a multi-line telephone system, and handle couriers, faxes, and mail. In addition, the role will provide administrative support including maintaining office supplies, reconciling invoices, and providing clerical support to the accounting department. The person must be comfortable with MS Office.

Essential Job Functions

- Providing a welcoming and professional first contact to our customers, suppliers and staff on the phone and in person
- Being responsible for the multi-line telephone switchboard
- Distributing mail and faxes
- Scanning AP invoices and distributing Accounting files daily with new invoices
- Assisting the accounting group in administrative duties including filing, setting up project files and accounts
- Setting up new project files and ensuring customer POs are attached
- Keeping the office up to date (keys, security, supplies, business cards)
- Coordinating the outside support (cleaners, coffee and water service, equipment providers, security and shredding, couriers)
- Maintenance of records (staff directory, vacation and sick usage, storage, email distribution listings)
- Archiving old files and managing the storage room
- Assisting in orientation of new employees (security system, distribution of keys, setting up email and voicemail)
- Gaining a strong knowledge of our Software system to support effectiveness of the office and role
- Maintaining supplies for the office: stationary supplies, cleaning and bathroom and kitchen supplies
- Completing orders and maintaining contracts with suppliers
- Coordinating biannual carpet and window cleaning
- Assisting company events including coordinating catering and ordering
- Completing light shipping

Administrative Coordinating Job Functions

- Maintaining the company phone system and the service contracts to support it
- Being the key contact with our custom brokers. Coordinate broker contact and shipments
- Maintaining annual NAFTA certificates for our US suppliers
- Assisting Accounts Payable to enter invoice.
- Entering courier and custom broker invoices
- Manage contracts with outside suppliers of office services and equipment and ensure pricing continues to be competitive (photocopiers, office supplies, couriers, water and coffee services)
- Completing Stats Canada Reporting

Requirements

- 2-3 years of previous experience
- Intermediate to advanced computer skills in Outlook, Word and Excel
- Basic knowledge of accounting procedures
- Strong customer service focus

Other Skills/Abilities

- Basic office equipment knowledge
- Strong organizational and planning skills
- Great communication and interpersonal skills
- Ability to multi task and work with patience under pressure
- Ability to work and function as part of a team
- Good sense of humor and calm presence