

Position: Receptionist/Administrative Assistant (1)

Industry: Safety/Security

Wage: TBD

Expiry: May 21, 2018 at 5:00 pm

Primary Roles and Responsibilities:

- Reports directly to the Quality Assurance Manager.
- Answer phones promptly and professionally. Uses good judgment to prioritize the distribution of messages in a timely manner.
- Performs general clerical duties to include but not limited to: photocopying, faxing, mail distribution and filing.
- Coordinates and maintains records for staff office space, phones, company credit cards and office keys.
- Creates and modifies various documents using Microsoft Office.
- Maintains Outlook calendar(s) in current and accurate status.
- Coordinates meetings and conference calls as needed or anticipated.
- Coordinates travel arrangements as needed under the direction of senior management.
- Prepares meeting materials and assists with the development of PowerPoint presentations.
- Responsible for keeping inventory of all office supplies and placing orders for replenishment is needed.
- Records minutes at various meetings and archives them accordingly.
- Performs all other related duties as assigned.

Qualifications and Experience:

- Completion of an Office Administration Program and/or a combination of training and experience.
- Must be detail oriented with good analytical skills.
- Proficient in Microsoft Word, Excel and Access.
- Ability to write, speak and interact clearly and professionally in English
- Extremely organized. Strong multi-tasking and time-management skills.
- Can handle sensitive information with the highest degree of integrity and confidentiality.
- Works well under stress, as a team player and independently.