

Job Description

Office Administrator/Receptionist

We are seeking a highly organized, professional, motivated and proactive individual to join our team. You must be able to focus on your work within an open environment yet be open to supporting team member's requests at any time. The successful candidate will be an individual who can manage multiple tasks and tight timelines, is professional and friendly and, can work both independently and as part of team.

Your days will be consistently full of work with the members of the variety of associations that we support. You are comfortable speaking and giving presentations in team meetings as well as conducting one on one discussions.

AREAS OF RESPONSIBILITIES AND DUTIES

Reception/General Office Support

- Greet and assist visitors
- Answer phones, respond to inquiries, reply to voicemails and direct calls to appropriate staff
- Open, sort and distribute incoming correspondence, including faxes and email
- Perform clerical duties including photocopying, invoicing, mailing/courier and filing
- Assist administrators in preparation for meetings, including boardroom bookings, catering arrangements, boardroom set-up and clean-up
- Assist administrators in preparation for events as required, including creating name badges and registration lists
- Assist with website updates
- Work with web development to provide necessary graphics and update association websites as required
- Other duties as required

EXPERIENCE & QUALIFICATIONS

- Exemplary interpersonal and communication skills – both written and verbal
- Self-awareness and initiative with a strong ability to problem solve
- Ability to provide the highest level of customer service to internal and external customers
- Intermediate knowledge of Microsoft Office Suite skills including Word, Excel, Power Point and Outlook
- Highly organized
- High attention to detail
- Excellent financial and management skills
- Experience with Access database, event management or registration tools would be an asset
- Experience with design programs such as InDesign and PhotoShop would be an asset

BENEFITS

- Competitive compensation and is negotiable based on experience
- Health Spending Account

Please state Salary Expectation with your application

PERFORMANCE PLUS COMMITMENT
