



Administrative Assistant

The Administrative Assistant provides general office support to the Kingsville team of employees. Handling various requests and managing the day to day administration of the office.

Main Job Tasks and Responsibilities

- Answer and direct inbound phone calls, including managing calls for the CEO and President.
- Open, sort, and distribute incoming correspondence, including mail and courier packages.
- Organize and schedule conference rooms as requested.
- Order office supplies and research new deals and suppliers.
- Develop and maintain a filing system.
- Maintain contact lists.
- Prepare and modify documents including correspondence, reports, drafts, memos and emails.
- Resolve administrative inquiries and problems.
- Arrange courier services as required.
- Organize office social events.
- Book travel arrangements.
- Point of contact for general office maintenance, including coordinating maintenance of office equipment.
- Responsible for overseeing office cleaning, providing direction as needed.
- Provide general support to clients and visitors.
- General clerical duties including photocopying, fax and mailing.
- Aid managers and employees with their general office needs.
- Other duties as assigned.

Qualifications

- High school diploma or equivalent required, college or university preferred.
- Three years' administrative related experience.
- Excellent communication skills, both verbal and written.
- Ability to work independently without direct supervision.
- Ability to work with all levels of management.
- Excellent time management skills and the ability to prioritize work.
- Attention to detail and problem solving skills.
- Strong organizational skills with the ability to multi-task.
- Working knowledge of office equipment.
- Proficiency in MS Office (Excel, Word, and PowerPoint)

As part of our accessibility commitment, there are alternative ways to interview with us. Please inform us if you require accommodation. We thank all applicants for their interest, however, only those selected for interview will be contacted.

