

## Office Assistant

**Benefits:** Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

**Salary range:** \$17.10 to \$19.80 hourly  
**Employment status:** Contract / Temporary

### Description

- Receptionist Duties: Greeting visitors, answering phone calls, and managing inquiries.
- Building Access Control: Monitoring and controlling access to the premises, ensuring security protocols are followed.
- Visitor Management: Creating name badges, providing building tours, and maintaining visitor logs.
- Parking Management: Maintaining parking logs and ensuring orderly parking arrangements.
- Work Order Management: Handling work orders, coordinating with relevant departments, and ensuring timely completion.
- Vendor Management: Liaising with vendors, overseeing their activities, and ensuring deliverables meet expectations.
- Emergency Management Preparedness: Being prepared to respond effectively to emergency situations and coordinating emergency procedures.
- Procurement Support: Assisting with procurement processes, including purchase order submissions, vendor setup, and management.
- Mail and Shipping Responsibilities: Handling incoming and outgoing mail, as well as shipping logistics.
- Event Coordination: Providing support for event coordination and assisting with the organization of various activities.

### Requirements

- Previous experience in administrative roles or related fields preferred.
- Strong organizational skills and attention to detail.
- Excellent communication and interpersonal skills.
- Proficiency in Microsoft Office suite and other relevant software.
- Ability to multitask and prioritize tasks effectively.
- Knowledge of emergency procedures and safety protocols is a plus.

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**This Job Posting will expire in 10 days.**