

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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