

## 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:** \$22.00 to \$25.00 hourly  
**Employment status:** Contract / Temporary

### Description

As an Office Assistant, you will provide important administrative support to the management team and help the office run efficiently. You will assist with a variety of tasks related to organization and communication, including managing calendars (Outlook) and scheduling meetings with internal and external partners. We are looking for someone who is extremely detail oriented and a great multi-tasker, and who likes to have fun at work. Communication skills, both written and verbal, are paramount. You will be working with Microsoft Outlook on a regular basis, as well as various teleconference tools. You will likely be assisting several individuals throughout many parts of the organization, and you will be a critical part of the team.

### Daily Duties & Responsibilities:

#### Administrative assistance:

- Organizing and scheduling meetings and appointments
- Corresponding (in person, via email and by phone) with internal and external partners
- Scanning, printing and photocopying
- General support and offering excellent customer service
- General office organization, including management of the office kitchen and common spaces
- Assistance with other administrative / office management projects as needed

### Requirements

#### Required background:

- Administrative experience
- MS Office Suite including Word, Excel, PowerPoint and Outlook
- Time management skills; ability to multi-task and prioritize
- Excellent communications skills, both written and verbal
- Outstanding organizational and planning skills
- Attention to detail
- Resourcefulness and initiative
- Friendly and professional demeanor
- Willingness to accept additional responsibilities and assist others as needed

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