



JOB POSTING: Office Administrator

START DATE: IMMEDIATE

TERM: FULL-TIME PERMANENT, SALARY

WAGE: DEPENDENT ON QUALIFICATIONS

Summary

The Office Administrator is a customer service oriented, energetic self starter who is comfortable with a wide range of tasks and responsibilities that help support all departments within the organization. The ideal candidate is a well-organized multitasker who has the ability to thrive in a fast-paced environment and has a keen eye for detail along with the willingness to learn and take on new tasks.

Job Duties & Responsibilities

Your responsibilities will include but are not limited to:

1. Manage the reception area including answering incoming phone calls, greeting guests, screening staff, and maintaining the lobby area, boardroom and lunchroom
2. Proficiency with the following computer software is essential: Microsoft Word, Excel, Sharepoint and Outlook. Knowledge/experience with ERP Software knowledge (Sage EM/X3), and ACT! CRM Database would be beneficial.
3. Manage 3rd party office related service contracts and maintain all office equipment including computers and the servers, phones, printers, scanners, postal machine, and security FOB system.
4. Maintain ACT! CRM Database, SDS book, information on various drives, phone lists and email lists
5. Assist accounting department with daily invoicing and periodic sales & inventory reporting.
6. Tracking of export cargo documents for insurance purposes
7. Prepare expense reports for the Vice President
8. Ability to coordinate and execute multiple projects simultaneously with the capacity to work independently, coupled with the ability to plan and perform work with minimal direction or supervision. This includes assisting various departments with project completion when needed and in a timely fashion.

9. Must have excellent planning, organizational skills and be detail oriented with the ability to negotiate supplier contracts and do some event planning which will require it being followed through to completion.
10. Have experience in ISO auditing, or be willing to take the course to provide auditing for ISO Internal Audits
11. Manage and order office and coffee supplies, pickup, and delivery of mail from mailbox, as well as occasional local errands.
12. Maintain order in the lobby and on occasion it will include the lunchroom and boardroom.
13. Act as a Back-up and support Inside Sales with quotes, order entry, customer inquiries and export documentation
14. Other duties as assigned

Personal Protective Equipment Requirements:

1. Safety footwear required when in shop area - CSA Approved (Grade 1 - Green Triangle).
2. Safety eyewear required when in shop area.

Please send resume attention to Mike Boyd at: mikeb@trianglefluid.com