

# Office Assistant

## Position Overview

Centrally located downtown Toronto (close to the PATH), our company is a leader in the Financial Industry, and we are currently seeking an administrative professional to join our team as an Office Assistant! As the successful candidate you are committed to providing superior service-oriented assistance to both employees and customers, in addition to being responsible for ensuring the efficient daily operations of the office.

If you are an innovative and positive thinker and take a strong pride in representing the company you work for, we want to hear from you!

## Duties and Responsibilities

- Manage and direct incoming phone calls, provide professional customer service to inquiries and route callers to appropriate internal team members
- Oversee the overall organization and maintenance of the Head Office
- Manage the day-to-day administrative services to support all facets of the business
- Manage office supply orders and organization of excess stock
- Arrange for office catering and ensure preparation of food is presentable and delivered on time
- Organize outgoing and incoming mail and arrange for incoming and outgoing deliveries and courier pick-ups
- Manage and maintain the organization of office files
- Monitor boardrooms and office spaces throughout the day to ensure tidiness
- Manage printer and copier maintenance, troubleshoot issues, call for service and order/replace toners
- Ensure timely deposits of cheques on a daily basis
- Participate and contribute on applicable committees
- Other duties as assigned and required

## Qualifications and Experience

- Must have 2 years of experience working as an Office Administrator, Administrative Assistant or similar experience
- Successful achievement of a Diploma or Bachelor's Degree
- Must be available to work Monday to Friday, 8:30 AM- 5:00 PM as well as demonstrate strong commitment to punctuality and time management
- A self-starter with the ability to take initiative and operate with minimal oversight
- Courteous, pleasant phone manner and professional presence
- Demonstrates an exceptional level of integrity and work ethic
- Strong customer service and troubleshooting skills as well as resourcefulness and ability to solve problems
- Achievement of valid First Aid/CPR designation is considered an asset

- Strong and positive communicator, both verbally and written
- Excellent attention to detail with a high degree of meticulousness
- Intermediate proficiency with MS Office – Outlook, Word, Excel

#### **Our Perks and Benefits**

- 3 weeks of paid vacation time
- Excellent health and dental benefits and access to employee and family assistance program
- Eligibility to participate in corporate fitness and wellness programs and training and development programs

We thank all candidates for their interest in the opportunity. Please submit resume applications by email to [confidential.employer01@gmail.com](mailto:confidential.employer01@gmail.com) with subject line "Office Assistant Application"