

Office Assistant

The Client

We are a top advisory group within one of the Big 5 banks, proud of our over 25 years of success in serving a highly exclusive clientele consisting of ultra-high net worth and family office individuals based in Edmonton, Alberta. Our exceptional corporate culture fosters strong partnerships and unity among our team members, while upholding an unwavering commitment to delivering excellence in client services.

As we continue to grow, we are currently seeking a skilled Office Assistant to support our team members, allowing them to focus on their most valuable work. This role plays a crucial part in maintaining our high standards and ensuring smooth operations within our organization.

Position Overview

We are in search of a dedicated and professionally presented Office Assistant to join our team. This role requires a proactive individual capable of efficiently handling various office support tasks with minimal direction. The ideal candidate approaches each responsibility with a positive and can-do attitude, contributing to the smooth operation of our fast-paced and dynamic office environment.

Attention to detail, discretion, and a willingness to adopt new and effective strategies are essential qualities for this position. They should be comfortable working with a high degree of precision and maintaining confidentiality. The successful candidate will contribute to the overall success of our team, creating a harmonious work environment.

Responsibilities:

- Manage all office catering needs, including any daily staff requests, lunch orders and pick-ups, coffee break runs, etc.
- Sort and distribute communications/incoming mail promptly; take and distribute accurate telephone messages as a back up to reception
- Prepare outgoing mail for distribution; coordinate messenger and courier services
- Fax, scan and copy documents and maintain office filing and storage systems
- Monitor level of office supplies and proactively handle shortages

- Resolve office-related technology malfunctions and respond to requests or issues; ensure office equipment is properly maintained and serviced either directly or through external vendors
- Coordinate with other departments to ensure compliance with established policies
- Maintain trusting relationships with suppliers, customers and colleagues
- Keep office area clean and tidy, including kitchen areas
- Support team members with any administrative items as necessary (including but not limited to typing notes, creating spreadsheets, assisting with PowerPoint presentations and uploading content to various platforms)
- Research, pack, and wrap unique client gifts
- Personal assistance and provide administrative support for special projects to the founder and principal of the group and his family

Role Requirements:

- Minimum of 3 years of related experience, or a combination of post-secondary and work experience may be considered
- Post-secondary education in Office Assistant Certification, Administrative Assistant Diploma or other Post-Secondary is an asset
- Strong interpersonal and communication skills
- Excellent organization skills
- Effective time-management, planning, and prioritization skills
- Highly professional and friendly demeanour
- Ability to work well with minimal direction
- Proficient in Microsoft Office (Word, Excel, Outlook) and eager to learn and embrace new software and technologies

Salary Range: \$39,000 - \$45,000

Closing Date: Until a suitable candidate is found.

If you are interested in joining our cohesive team, please send your cover letter and resume to amy.mottershead@cibc.com. If you have any questions please call Amy at **780-970-5399**. Please note only short listed applicants will be contacted.

For further information, we invite you to explore our website at:

www.TheSchmidtInvestmentGroup.com