



Angela Janetzki

Offering services that **inspire, engage, develop and support** positive and successful workplaces

Inspire

Bringing my own passion for meaningful work, kindness, and personal success to inspire others to engage in prideful, well balanced and respectful workplace practices

Engage

Engage in employee learning and growth using adult learning principles

Develop

Build administrative ecosystems that create cohesive work spaces

Support

Employ industry knowledge, skills and leadership to positively transform your business

Managing sensitive client and office management solutions with professionalism and confidentiality

- Oversee daily office operations ensuring efficiency and productivity
- Manage and/or coordinate office supplies, equipment, and facilities, vendor relationships
- Financial administration assistance/management - budgets, accounts payable & receivable, invoicing, expenses, compliance
- Plan and organize firm events and meetings
- Employee workflow management, training, engagement and leadership
- Employee life-cycle management; recruiting, onboarding, employee relations, workforce management & terminations
- Monitoring and measuring team productivity, goal achievement and performance planning
- Technology implementations and training
- Build, update, implement office procedures and protocols - your ecosystem
- Build, update, implement continuity plans and OH&S assessments
- 20+ years - Senior management and leadership roles
- 30+ years - Multiple industries - legal, office administration, sales & retail, hospitality
- 30+ years - Experience in training and adult education in the work place
- 10+ years - Legal administration - Alberta
- Versatile generalist in HR, Sales, IT, Project Management
- Excellent oral, listening, and written communication skills
- Extensive problem-solving, decision-making, and time-management skills
- Advanced level - Microsoft Office suite
- Current criminal check; vulnerable sector search - Calgary
- Commissioner for Oaths (Alberta)
- St. John Ambulance - First Aid Certificate