



OFFICE ADMINISTRATOR – PART-TIME

TYPE: Hourly

TYPICAL HOURS: 10:00 AM – 3:00 PM (*may vary*)

JOB DESCRIPTION SUMMARY: We are looking for a reliable Office Administrator. They will undertake administrative tasks, ensuring the rest of the staff has adequate support to work efficiently. The ideal candidate will be competent in prioritizing and working with little supervision. They will be self-motivated and trustworthy.

The office administrator ensures smooth running of our company's offices and contributes to driving sustainable growth.

JOB DESCRIPTION:

POSITION RESPONSIBILITIES AND DUTIES:

- Coordinate office activities and operations to secure efficiency and compliance to company policies
- Manage agendas/travel arrangements/appointments etc. for the upper management
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Support budgeting and bookkeeping procedures
- Create and update records and databases with personnel, financial and other data
- Track stocks of office supplies and place orders when necessary
- Submit timely reports and prepare presentations/proposals as assigned
- Assist colleagues whenever necessary

OBJECTIVES OR GOALS TO MEASURE PERFORMANCE:

- Adherence to Company policies and Corporate Procedures Manual
- Maintain an organized, clean & safe office, work area/etc.
- Maintain stock of office/restroom supplies
- Quality control & integrity of project folders
- Customer/Client Satisfaction
- Positive project team attitude
- Improved personal professional growth and education
- Staff development and training

MINIMUM SKILLS OR EXPERIENCE REQUIREMENTS:

- Proven experience as an office administrator, office assistant or relevant role
- Outstanding communication and interpersonal abilities
- Excellent organizational and leadership skills
- Familiarity with office management procedures and basic accounting principles
- Excellent knowledge of MS Office and office management software (ERP etc.)

- Qualifications in secretarial studies and/or Quickbooks Online will be an advantage
- High school diploma; BSc/BA in office administration or relevant field is preferred

BENEFITS:

- Stable and growing career - We look to promote from within
- A great team that enjoys working together
- Paid Career Development Training / Certifications / Continued Education
- Goal / Safety Incentives

If you like a fast pace, goal-oriented environment while working with happy, enthusiastic over-achievers, you will enjoy your career with us. We will train the right person to grow within the company in terms of skill, pay, and responsibility.