



The *real* people behind computer support.

Office Administration – Full Time

To thrive in this role, you'll need to love variety, work independently, communicate well and be very organized. We are looking for a motivated individual. You may have experience from a different field than technology but will have a proven ability to work under pressure and prioritize as well as a willingness to learn new things.

■ Key responsibilities involve:

- Managing contract administration
- invoice clients and manage accounts payable
- Clerical assistance where and when required
- Business analysis and reporting
- Addressing customer inquiries, answering phones, emails
- Setting up boardroom for meetings and general reception duties
- RFP document writing support
- Daily shipping and receiving tasks

There will also be ad-hoc and project work

■ You will need:

- business and finance administration knowledge
- basic accounting skills with a high degree of accuracy
- ability to produce business correspondence, proofread for grammar, spelling and punctuation with a high degree of accuracy
- some sales support experience is desirable, but not mandatory
- experience managing the calendar of a busy office
- strong written and verbal communication skills
- Organized and effective in coordination and time management
- Excellent customer service skills
- Post-secondary education is desired but not mandatory
- To be a quick learner
- Strong ability to multi-task
- be very self-motivated
- proficient with Microsoft Excel and other Microsoft Office applications