



JOB DESCRIPTION

POSITION TITLE: Office Administrator

DEPARTMENT: Administration

REPORTS TO: Director Finance & Accounting

Position Summary

Reporting to the Director Finance & Accounting, the Office Administrator position is the voice of the company and is key to the success of the entire organization. This role projects a professional image for the company and is the first line of contact and communication for our customers, clients, and employees. The position is also responsible for various administrative duties supporting the team at Garden Protein International.

Duties and Responsibilities

- Answers telephones and greet office visitors in a prompt and courteous manner
- Ensures that requests and messages are handled and directed to the appropriate party
- Maintains budgeting and purchasing for all office related supplies
- Liaison between external IT service providers and users within GPI
- Responsible for updating company property issuance in HRIS database
- Responsible for the issuance/cancellation of security cards
- Responsible for telecommunications at GPI, landlines & wireless
- Responsible for arranging all travel for employees and consultants
- Responsible for maintaining organization chart
- Responsible for maintaining company phone list
- Responsible for coordinating meeting room bookings through Outlook
- Responsible for keeping meeting rooms and reception area professional looking

- Responsible for coordinating all couriers both, incoming and outgoing
- Responsible for coordinating meeting and events including ordering food/beverages
- Responsible for maintaining sign in/sign out of all visitors and employees
- Responsible for maintaining marshalling plan of visitors and employees
- Responsible for receiving and circulating mail to appropriate parties
- Responsible for preparing documents, presentations, meeting minutes, etc
- Adhere to all company policies and procedures
- Other duties as assigned

Experience and Qualifications:

- Post secondary education in Office Administration or equivalent
- 10 years experience supporting business operations

Skills, Knowledge and Abilities

- Self starter with the ability to work independently and as part of a team
- Expert in data entry
- Ability to prioritize under the pressure of tight deadlines
- Proficient in MS Office with an aptitude for becoming an advanced user
- Familiar with Visio
- Familiar with functional options in MS Outlook
- Minimum of intermediate experience with MS Excel or other spreadsheet program with the ability to build simple spreadsheets
- Familiar with MS Word (Junior to Intermediate Level)
- Strong oral and written communication skills
- Able to deal tactfully and efficiently with all enquiries
- Strong organizational and time-management skills
- Strong interpersonal skills; able to work independently and as a part of a team
- Ability to handle multiple projects in a fast-paced environment