



Job Title	Site Administrator (Office Admin)		Job # 2001011
NOC / NAICS	1241 /	Date	January 20, 2020
Location	Newmarket	Wages	\$17.00 - \$18.70 based on experience
Experience (Yrs.)	<input type="checkbox"/> 0-1 <input checked="" type="checkbox"/> 1-3 <input type="checkbox"/> 3-5 <input type="checkbox"/> 5+	Hours/Week	35+
Employment Type	<input type="checkbox"/> Perm <input checked="" type="checkbox"/> Temp <input type="checkbox"/> Seasonal <input checked="" type="checkbox"/> FT <input type="checkbox"/> PT	Schedule Availability	Monday to Friday 6-8 months
Benefits Available After Probation Period	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes:		
Workplace / Physical Requirements			
Company			
<p>Since 1988, this staffing agency has partnered with hundreds of companies across North America to provide innovative solutions for complex labor challenges. Providing strategically engineered onsite staffing solutions that are driven by actionable data to ensure manufacturing, fulfillment and distribution operations are as efficient and scalable as possible.</p>			
Job Duties			
<p>The site administrator is responsible for supporting all general administrative duties for the site. The role is responsible for coordinating incoming and outgoing mail, helping to coordinate plant tours, VIP visits and onsite and offsite events when required along with managing the payroll and purchasing systems</p> <ul style="list-style-type: none"> • Answer general site phone calls • Communicate with shift leads and associates to fill absences on shift rosters • Review and sign-off on weekly time keeping system for support associates • Coordinate incoming and outgoing mail • Assist in drafting site communications • Support & planning of site events • Coordinate VIP visits • Coordinate tours • Vendor relations for support organization • Donations • Purchasing of office supplies and other site items 			
Requirements / Candidate Profile			
<ul style="list-style-type: none"> • High School Diploma • Intermediate computer skills in Microsoft office (Excel, PowerPoint and Word) • At least 1 – 3 years administrative experience • Excellent attention to detail • Strong communication skills 			
How to apply			
<p>To apply please submit resume to HRQR@rnccs.ca for pre-screening and consideration. Include a note indicating why you are a good fit for this position.</p>			
Disclaimer			
<p><i>RNC Employment Services reserves the right to submit applicant resumes in their sole judgement directly to employers only following registration. Registration in itself does not determine applicant job posting eligibility. Further RNC is not responsible for employer hiring decisions which may pre-empt registration.</i></p>			