



# Office Administrative Assistant

- 2 County Ct Blvd, Brampton, ON L6W 3X7, Canada
- Full-time

## Company Description

Matrix is a full service staffing firm providing professional recruitment solutions for a wide variety of careers.

## Job Description

JOB LOCATION: Brampton, ON

### Description:

Office Coordinator duties and responsibility includes providing administrative support to ensure efficient operation of the office. You will support managers and employees through a variety of tasks related to organization and communication. The admin job scope includes communicating via phone and email ensuring that all administrative assistant duties are completed accurately and delivered with high quality and in a timely manner.

### Responsibilities

- o Organize meeting rooms reservation and coordination
- o Coordinate office space
- o Maintain office contact lists
- o Assist in finance payment process
- o Order office supplies
- o Provide general support to visitors
- o Designs and implements office policies by establishing standards and procedures; measuring results against standards; making necessary adjustments.
- o Completes operational requirements by scheduling

- o Contributes to team effort by accomplishing related results as needed.

### **Others**

- o Assisting with job fair and event planning
- o Schedules potential job candidate interviews
- o Assists with planning new employee on-boarding event logistics
- o Posts and monitors job postings on local and national sites, updates as necessary
- o Gathers and tracks documentation for reports and collaboration efforts
- o Other duties as assigned

## **Qualifications**

### **Requirements**

- o College education preferred
- o Proven admin or assistant experience (1-2 years' experience in admin position)
- o Knowledge of office management systems and procedures
- o Excellent time management skills and ability to multi-task and prioritize work
- o Attention to detail and problem solving skills
- o Excellent written and verbal communication skills
- o Strong organizational and planning skills
- o Proficiency in MS Office
- o Being able to work independently with minimal guidance

## **Additional information**

All information will be kept confidential according to privacy guidelines.

Matrix is an equal opportunity employer. We recruit and hire the most qualified applicants and employees without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation or any other legally protected status. We value diversity in our workforce and in our community and are committed to providing equal opportunities in services, access to services and employment opportunities. Our employees and applicants have equal opportunity for employment, training, and promotion and we welcome all applicants to apply.

