



Reception/Administrative Support Job Description

The purpose of this position is to provide administrative support to the office. This person supplies information, maintains files, schedules appointments, produces correspondence and otherwise relieves other front office staff of minor administrative and business detail. This job encompasses a wide variety of tasks. This job requires a high school diploma with 2 to 4 years of experience in the field or in a related area and familiarity with standard concepts, practices, and procedures. The person relies on experience and judgment to plan and accomplish goals, works under general supervision and reports to the GM. A certain degree of creativity and latitude is required.

General

- Reception
- Composition
- Data entry
- Typing
- Filing
- Mail
- Office equipment – copier, postage meter, etc
- Coffee supplies
- Keys and Security
- Errands
- Social events
- Update internal documents e.g. phone lists
- Office upkeep, cleanliness and organization

Marketing

- Maintain supply of marketing materials

- Preparing quotes and send out marketing information in response to enquiries
- Answer incoming calls
- Monitor and make minor changes to website
- Assist inside sales by dealing with customers to solve administrative problems e.g. tracking down PO #'s
- Maintain marketing database
- Assist with marketing research and programs

Human Resources

- Maintain employee files and Time Force System
- Assist with payroll
- Benefits administration
- Assist with hiring, orientation and training
- WCB

Engineering

Assist with internet research

Order supplies

IT

Do tape backups

Maintaining intranet

Finance

- Invoicing
- AR/AP
- some payroll responsibilities
- basic bookkeeping

Executive

Confidential correspondence

Qualities

- Mature
- Respectful
- Courteous
- Cheerful
- Energetic
- Punctual and dependable
- Willing to help out where needed
- Thorough
- Exacting

Skills

- 60 wpm
- QuickBooks experience
- English composition
- Proof reading
- Proficient in Outlook, Word, Excel and PowerPoint

Other

- Work in open office environment
- Work with both direct and indirect supervision
- Occasional OT