

Administrative Assistant



Phone :

Web :

Job Summary

Vacancy :

Deadline : Aug 16, 2024

Published : Jul 16, 2024

Employment Status : Hybrid

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification :

Job Description

ABOUT COOLIT SYSTEMS INC.

Founded in Calgary, Alberta in 2001, CoolIT Systems is the leading Direct Liquid Cooling technology provider for data centers, supercomputers, and desktop computers. We design and manufacture solutions used by the largest tech companies globally.

Recognized as one of "The Americas' Fastest Growing Companies 2023" by Financial Times and honored with the Deloitte Fast 50 Clean Technology award in 2022, as well as the Deloitte Fast 500 distinction in both 2021 and 2022, CoolIT's rapid growth is capturing global attention.

As demand for generative AI, high performance computing and cloud solutions rapidly expands, there has never been a more exciting time to join our team.

WHAT YOU'LL DO:

Role:

The Administrative Assistant, reporting directly to the Executive Assistant, plays a crucial role in managing the administrative functions of the office and the company. This individual will oversee office supplies, coordinate internal meetings, handle expense reports, and assist the Executive Assistant with a diverse range of tasks. This position is ideal for someone starting or looking to advance their career in administration. It requires a proactive, can-do attitude and a capacity to thrive in a fast-paced environment.

Responsibilities:

• Administrative Support:

- Assist the Executive Assistant with day-to-day administrative tasks, including managing calendars, scheduling meetings, and handling correspondence.
- Provide general day-to-day support on a variety of administrative tasks as needed including coordinating and booking travel for individuals or teams.

• Office Operations:

- Oversee office and kitchen supplies, ensuring inventory is well-maintained across multiple facilities.
- Maintain cleanliness of shared kitchens, restocking items as required.
- Assist with supply vendors, ensuring inventory is well-maintained.

• Meeting Logistics:

- Provide calendar management support, resolving conflicts as needed.
- Coordinate meetings, including booking spaces, arranging catering, and preparing meeting rooms, agendas and materials when required.

• Event Coordination:

- Assist in organizing company events, including logistics and vendor management.

• Expense Management:

- Prepare and submit expense reports for the senior leadership team when needed, ensuring accuracy and compliance with company policies.

• Communication:

- Serve as a point of contact for administrative inquiries and communications, ensuring timely and effective responses.
- Maintain open communication across departments, ensuring timely and relevant information is shared.

• General Administration:

- Other assigned task and duties as needed.

WHO YOU ARE:

Qualifications:

- High school diploma or equivalent; associate or bachelor's degree preferred.
- 3-5 years of experience in an administrative role.
- Strong organizational and time-management skills.
- Excellent communication skills, both written and verbal.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).

WHY COOLIT?

We strive to be an employer of choice and as such we believe in rewarding our employees with career and development opportunities that will maintain and strengthen our culture while aligning to our vision and values.

We are a company that is full of vibrant, innovative people who love what we do. Our comprehensive benefits package includes:

- Vacation and flex days, and paid company-wide shutdown during the holiday season.
- Comprehensive benefits including Dental, Drugs, Optical, Paramedical and Health Spending. These costs are covered by CoolIT and are enacted from your first day.
- Dress for your day – in a casual yet professional environment.
- Retention rewards like "The Big Coffee Break" that reward tenure with additional vacation time and a monetary bonus.
- Employee ownership program.

We thank every candidate in advance, however, only those selected for an interview will be contacted.

Successful candidates for this position will be required to undergo background checks including criminal records check and education.

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
