

Administrative Assistant



Phone :

Web :

Job Summary

Vacancy :

Deadline : Aug 05, 2024

Published : Jul 05, 2024

Employment Status : Remote

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification :

Job Description

Localcoin, founded in 2017 with headquarters in Toronto, is on a mission to simplify the process and experience of buying or selling digital currencies globally. We envision bringing digital currency to the mainstream financial market through partnerships with leading corporate and franchised retail spaces. With terminals across Canada and Australia, Localcoin is now the largest Bitcoin ATM provider in Canada.

At its core, Localcoin believes that everyone should be able to own cryptocurrency and have a deep understanding of blockchain technology. As a member of our rapidly growing team, you'll join a talented, dynamic group of team members who will encourage you to learn, grow and thrive in your career every step of the way. If you're a self-starter looking to hone your skills in a startup environment that fosters innovation, transparency and team connectivity, we look forward to hearing from you!

THE ROLE

As an **Administrative Assistant** you will be responsible for various administrative duties related to Localcoin. This will include managing office operations, booking travel accommodations, coordinating meetings with internal and external stakeholders and so much more! As Localcoin grows, we are looking for a passionate individual to join our fast-growing team.

This position will report directly to our Director of People & Culture and will be based out of our head office in Etobicoke, ON. This role will require a minimum of 3 days working in the office.

WHAT YOU'LL BE DOING

- Provide professional support on a variety of administrative tasks across all departments.
- Oversee and manage the daily operations of the office and ordering of office supplies and kitchen needs.
- Organize company events such as company wide socials, leadership offsites and townhalls.
- Manage office supply inventory by logging inventory, anticipating business needs and placing orders for supplies.
- Manage all travel logistics for standard business travel and special events.
- Prepare and log invoices and collaborate with Finance to ensure they follow company processes.
- Manage vendor relationships with property management, cleaners, and others as required.
- Assist with research projects and data audits across various departments as required.
- Collaborate with the People team to coordinate new hire onboarding and training sessions with cross functional teams.
- Manage company documents via Google Drive, Confluence and JIRA
- Additional administrative support as needed

WHAT WE'RE LOOKING FOR

- 2+ years of relevant experience
- Be able to manage priorities and work on several tasks simultaneously
- Experience with tools such as: Slack, Google Suite (Meets, Calendar, Docs, Sheets, Presentation), and Excel
- Excellent communication skills with the ability to communicate clearly and effectively with senior leaders and external partners
- Proactive in managing tasks and can see projects through from inception to completion with minimal guidance.
- Agility and flexibility in response to changing priorities and needs; with strong follow through
- Strong collaboration and relationship management skills with ability to build a personal network throughout the company and with external partners as needed
- Analyze processes and create efficiencies where needed
- High level of integrity and understanding of importance surrounding confidential information
- Have a valid driver's license and access to a vehicle

WHAT YOU'LL LOVE ABOUT US

- Competitive Salary
- Health & Wellness Benefits
- Hybrid & Flexible Office Environment
- Professional Development
- Standups, Demos and Monthly Socials to keep us aligned and connected
- And so much more!

Localcoin is committed to building a team that represents a variety of backgrounds, perspectives and skills. The more inclusive and diverse we are, the more our work will improve. If you're determined and great at what you do, come as you are.

If you require accommodation at any stage throughout the recruitment process, please notify your talent team or send an email to careers@localcoinatm.com

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
