

Office Administrator – In-Office



Phone :

Web :

Job Summary

Vacancy :

Deadline : Jul 08, 2024

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Employment Status : Full Time

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification :

Job Description

Info-Tech Research Group delivers impartial, highly pertinent IT research, enabling CIOs and IT leaders to make well-informed, strategic decisions. We are currently serving over 30,000 professionals and collaborate closely with IT teams, equipping them with actionable tools and expert guidance to drive measurable results and enhance technology initiatives and organizational processes.

Why join us?

- We pride ourselves on consistent year-on-year growth, with double-digit growth even during a global pandemic.
- We are in the Top 3 on LinkedIn's Top Companies List in Canada.
- Info-Tech fosters a growth-focused, entrepreneurial culture with unlimited opportunities for professional growth and development.
- We provide financial support for professional development and training.

The Role

The Office Administrator/Receptionist serves as the first point of contact with visitors and customers providing a positive and professional first impression for the company for all phone and in person queries and providing administrative support to our senior leaders.

Major Responsibilities:

- Meet and greet all visitors in a professional and helpful manner and advise host of visitor's arrival
- Act as point of contact for a high volume of client and employee inquiries and follow ups ensuring calls are answered in a timely manner are not abandoned and are brought to full resolution
- Responsible for managing the schedules and communications of key executives in the company. Prioritize emails, phone call, arrange meetings and business events
- Act as first point of contact for internal call transfers and be comfortable dealing with high volume of calls on a daily basis
- Arrange necessary inter office travel arrangements for employees book meetings and administrate meeting room schedules and calendar invites
- Order and maintain office stationery and incidentals ensuring tracking is accurate and any invoices/receipts sent through to Finance
- Support Events Manager in ordering of Food and Drink items. This may include both alcoholic and soft beverages
- Sign off for package deliveries and arrange for necessary couriers/mail
- Build and maintain professional relations with both internal and external contacts
- Format information for internal, external communications; memo's, emails, presentations, reports
- Meet SLA's for assigned facilities tickets and be able to follow through with important tasks as required

Other tasks:

- Make travel arrangements for key executives
- Prepare reports as requested and take minutes during meetings
- Manage calendars of all meeting rooms and bookable resources when requested including meeting set up

Education and Experience:

- At least 2 years of professional work experience as an Executive Assistant or similar role
- College Diploma in an Administration or Customer Service-related subject (nice to have) or experience in a customer service role
- Proven working knowledge of Microsoft Office Suite including Outlook Word PowerPoint and Excel
- Outstanding organizational and time management skills
- Experience and knowledge of Salesforce.com preferred, but training will be provided
- Previous experience in a project-oriented role would be an asset

Info-Tech Research Group of companies is an equal opportunity employer committed to diversity and inclusion and does not discriminate on the basis of any legally protected status or characteristic including Minority/Female/Sexual Orientation/Gender Identity/Disability/Veteran and are pleased to consider all qualified applicants. To that end, upon request, ITRG will ensure, to the extent possible, that accommodation be made available to applicants throughout the recruitment and hiring process.

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
