

**Office Manager – 12 month  
contract**

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**Job Summary**

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Vacancy :

Deadline : Jul 20, 2024

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Employment Status : Remote

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification :

### WHO IS RATEHUB?

We're a company on a mission. Every single team member, from product & engineering, to sales & marketing, finance, operations and everything in between is obsessed with one thing; helping Canadian's make better financial choices. And we're pretty great at it, too. Via our digital application technology and our award winning in-house brokerages, we help over 2M Canadian's per month make a positive impact on their finances. 365 days a year we deliver our users the best online mortgage experience, personalized credit card options, and cheaper auto & home insurance policies than they typically get from their existing financial adviser.

Changing how people make financial choices isn't easy, though. We know that achieving our mission is full of challenges; challenges that can be complex and often unexpected, but that are always interesting, rewarding and fun to solve as a team. This is where you come in. We are on the hunt for the right kind of people to join us and help lead us forward to continued growth.

We're looking for a full time **Office Manager** to join our team in downtown Toronto. Reporting to the HR Generalist, this role will consist of managing our downtown office and work environment for all employees, owning the impending office move, and providing executive level support to our CEO. This is a great opportunity for someone with stellar organisational skills, a can-do attitude, and the professional acumen to work at all levels of the organisation **This role is a 12 month contract.**

### YOUR RESPONSIBILITIES

- Create and maintain an inviting atmosphere for all Ratehub employees, actively working with Ratehub HR and external stakeholders (property manager, cleaners, etc) as needed to ensure the standard for our space.
- Support our CEO with a variety of administrative requests, including calendar management, booking travel, ordering meals, etc.
- Take ownership of managing the forthcoming office move, including packing up existing items in the office, arranging the logistics of the move and ensuring the successful transfer of all furniture and items, and unpacking in the new office.
- Day to day office activities include maintaining office supplies, ordering snacks for the office, coordination of external and internal meetings, receiving and sorting mail, front desk coverage/reception, and access control management.
- Ordering and picking up access cards for the new employees in the office.
- Working with the HR Generalist in employee event planning, including booking staff travel and accommodations as required.
- Other administrative duties as needed to support the office and teams across Ratehub.

### YOUR QUALIFICATIONS:

- Experience in a fast paced office environment providing executive level support is a strong asset.
- Availability to be in the office as required - at a minimum once a week but also up to 5 days a week as required
- Ability to manage multiple priorities in a deadline driven organisation.
- Proficient with technology and openness to learning new systems.
- Obsessed with the details! You're a planner and incredibly organised.
- Resourceful: You don't have all the answers, but you know how to get them.
- Proactive: You are never idle and love being busy.
- 'No job is too big or too small' mentality: The only place where success comes before work is in the dictionary.
- Positive attitude: We have a great culture and want to preserve it.

### CULTURE FIT:

**No Ego:** No task is too big or small. You are never afraid to ask questions when you are trying to learn and understand things. You have no problem rolling up your sleeves and helping to execute when the team needs help. This humility extends to all aspects of your work and interaction with teammates.

**Player Coach:** You mentor and teach as you execute. You model the behaviour you expect from your team. You don't just tell others what to do, you know and show how to do it at a high standard.

**Growth mindset:** You have a desire to always continue to grow and learn. This means a willingness to get outside your comfort zone and try new things because you view these as opportunities to gain skills and knowledge.

**Helping Hand:** You always offer to help without having to be asked. You go the extra mile to help out regardless of your team and function.

**Get S##T Done:** Your bias is towards action. This means pitching in and rallying to get things across the finish line. Rather than putting off work ask yourself what you can do today to move the needle on a project or goal.

**Digs Deep:** You aren't afraid to ask questions because you want to understand every issue so that you can properly solve the root cause of the problem instead of just completing the task you are given.

Ratehub welcomes and encourages applications from people with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the selection process.

**Education & Experience**

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**Must Have**

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**Educational Requirements**

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**Compensation & Other Benefits**

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