

D'EMPLOI

Office Coordinator

Department	Human Resources
Direct Supervisor	VP, Human Resources
Management of Team	N/A

Position Summary

Responsible for the organization and co-ordination of office operations, procedures, and resources to facilitate organizational effectiveness and efficiency.

This position is based in Montreal, Quebec.

Key Responsibilities

- Responsible of our office operations, including facilities management, inventory management (supplies, food, and beverages, etc.), vendor management, reception, etc.
- Be the go-to person for office supply ordering, catering, and overflow in supporting the executive assistants
- Provide general facilities support including initiatives related to hybrid work environments, office space, and local requirements.

Administrative Office Coordinator and Receptionist tasks (70%)

- Manage general office needs including ordering office supplies and weekly food orders, maintaining a stocked kitchen
- Create an office supplies inventory to ensure a proper upkeep of re-stock orders
- Source supply vendors and maintain vendor agreements and act as their primary contact.
- Respond to facility issues and coordinate with the building property management, including all requests/issues related to the work environment, including the office kitchens (i.e., temperature in the offices, office and kitchen equipment repair and maintenance ex.: dishwasher, water coolers...etc...).
- Organize and distribute office supplies (stationery and kitchen) equally amongst both floors
- Ensure conference rooms are prepared for meetings.
- Maintain the reception area, keeping it clean and free of clutter.
- Organize deliveries and mail and ensure distribution to the correct recipients in a timely manner; manage the office mailbox and any outgoing mail and packages for pickup.
- Assist HR and IT with onboarding and offboarding tasks; Coordinate all key, security card, and maintenance requests as required
- Coordinate and assist with office event planning
- Create a safe work environment for all employees and visitors

Support to the Executive Assistant (30%)

- Support in organizing meeting rooms, before and after the meetings.
- May be requested to provide clerical, administrative, and secretarial responsibilities
- May be called to help organize appointments and meetings
- Other duties, as assigned.

Job Qualifications and Requirements

- CEGEP diploma or equivalent, or High school diploma combined to 1-2 years of experience in administrative and procurement-related
- Proven work experience as a Receptionist, Front Office Representative, or similar role.
- Proficient with MS Office
- Bilingual, verbal and written
- Resourceful and proactive when issues arise
- Excellent organizational, multitasking and time-management skills, with the ability to prioritize tasks.
- Customer service attitude, social, ability to interact with multiple people.
- Integrity, teamwork, and collaboration

External Customers

- Contracted Partners
- Suppliers