



https://intscanada.com/job/%e8%b4%b8%e6%98%93%e5%85%ac%e5%8f%b8/

## Office Administrator/Data Entry Clerk

### Description

This position will be responsible for the overall efficiency and smooth operations of the office, working from the office three days per week. In addition, this position will support the Finance team to manage invoicing during high-volume billing periods working from home two days per week. This is a great opportunity for someone who wants to work with a fun, fast-paced, energetic team.

### Responsibilities

- Manages office supplies, kitchen supplies, equipment, and inventory.
- Owns, manages, and controls the office operational budget; tracks necessary expenditures (such as stationery, equipment, and furniture).
- Maintains day-to-day office operational contacts and suppliers; acts as the primary point of contact with our landlord, security, and IT.
- Develops and maintains the look and feel of the office environment in line with the Active International brand while ensuring the culture and values of Active Canada are promoted to our guests.
- Works closely with IT and HR to set up equipment and onboard new hires
- A member of the Health and Safety/Fire Wardens Committee; oversees office security and emergency measures; conducts a monthly safety inspection.
- Checks office mailbox and monitors email inbox to address and delegate mail/inquiries.
- Organizes and coordinates meetings (books meeting location, send calendar invites and order meals)
- Coordinates travel and hotel arrangements for the team, as needed
- Ensures the travel calendar for the team is up to date
- Manages shipments and deliveries

### Qualifications

- 1+ years of experience in office management/data entry
- Highly proficient in Microsoft Office Suite

### Job Benefits

- Dental care
- Disability insurance
- Employee assistance program
- Extended health care
- Life insurance
- On-site parking
- Paid time off
- RRSP match
- Tuition reimbursement
- Vision care
- Wellness program

### Hiring organization

INTS Consulting

### Employment Type

Full-time, Part-time

### Job Location

Richmond Hill

### Working Hours

8 hours, Monday – Friday

### Base Salary

\$ 20 - \$ 22

### Date posted

2023-10-10

**Contacts**

Send your resume to [intsconsulting.hr@gmail.com](mailto:intsconsulting.hr@gmail.com)