



<https://intscanada.com/job/office-administrator/>

## Office Administrator

### Description

Here at Yummy Catering our mission is to provide healthy and nutritious food options for schools and childcare centers to kids all across the GTA. We were established in 2004 with just one chef, one kitchen and one dream. We are currently serving 20,000 meals daily and growing.

Our success depends on people, productivity and procedures. We value teamwork, collaboration entrepreneurial spirit and flawless execution. The Office Administrator is a supportive force in each of these areas and we're currently seeking someone stellar to take the reins!

The ideal candidate for the role is a flexible problem-solver who has superb communication skills and a detail-oriented mindset. You will be responsible for processing food labels and organizing age groups therefore, it is essential that you are effective at multi-tasking with the ability to adapt to any working environment.

### Responsibilities:

- Maintain and update menu databases, track changes and assist with menu inquiries
- Answer and direct phone calls, field inquiries from client representatives and maintain office efficiency
- Perform a variety of administrative duties, such as generating and distributing memos, letters, and the production labels for our daily food productions
- Greeting clients and guests at the office; providing our warm and welcoming Yummy experience
- Engaging in positive relationships with office visitors and clients, providing exceptional customer service
- Reporting and working closely with the Office Manager
- Provide Administrative Support to all Departments when needed

### What you bring:

- Strong administrative skills, attention to detail, and flexibility to work with changing priorities and under pressure.
- Achieve organizational goals while maintaining an efficient, productive and positive office culture and client experience
- Excellent conflict resolution management skills
- Strong written and verbal communication
- Strong attention to detail and organization skills
- Strong time-management and multitasking abilities
- Proficiency in Outlook, Word, Excel and aptitude for learning new software and systems
- Ability to maintain confidentiality of company information
- Diploma or degree is preferred

### What you get

### Hiring organization

INTS Consulting

### Date posted

2023-05-16

Competitive pay and annual bonus program based on individual performance and productivity.

Free daily healthy chef prepared lunches and snacks from day 1

Emphasis on Wellness: Meeting Free Fridays (MF2), company holiday closure – just to name a few.

If you are looking for growth, we offer opportunities to advance your career for applicants that have a pro-active work ethic.

Note: We welcome and encourage applications from Indigenous peoples, people of color, people with disabilities, people of all genders, sexual orientation and intersectional identities.

Job Type: Full-time

Benefits:

- Casual dress
- Company events
- Discounted or free food
- On-site parking
- Wellness program

Schedule:

- 8 hour shift
- Monday to Friday
- No weekends

Job Type: Full-time

Salary: \$40,000.00-\$45,000.00 per year

Benefits:

- Company events
- Discounted or free food
- On-site parking
- Wellness program

Schedule:

- 8 hour shift
- Monday to Friday
- No weekends

Work Location: In person