



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

Office Manager

Description

Consolidated Credit of Canada helps people find relief from credit card debt and achieve long-term stability through financial education. We are seeking an Executive Assistant/Office Manager will be responsible for delivering extraordinary support services to the Executive Director of Consolidated Credit Counseling Services of Canada, Inc.

Hiring organization

INTS Consulting

Date posted

2023-06-19

Office Manager / Executive Assistant Duties –

- Perform general office administrative functions. Including general AP work, event planning, and scheduling.
- Maintaining Inventory of Office Supplies
- Handling the payment of bills and creating monthly expense reports,
- Banking and filing.
- Enrollment/Scanning Management,
- Organizing and implementing special projects and office events,
- Arranging courier packages, and managing all outgoing and incoming mail
- Supporting Exec. Dir. to maintain Licensing and Regulatory Requirements
- Supporting Exec. Dir. in HR documents and requirements
- Organizing & Implementing Board Meetings and support of Directors
- Calendar management, booking travel: flights / rental cars / hotel accommodations for the Exec. Dir. and Senior Managers
- Managing additional Admin Support Team member, including work flow, training, and back up.
- Managing some vendor relationships including accounts payable and negotiation
- Any other tasks as assigned by the Supervisor

Office Manager / Executive Assistant Minimum Requirements:

- Previous experience in a supportive role in a high growth, fast paced, independent environment, preferably in a small company
- Post Secondary Education,
- Strong people skills and be able to communicate effectively both orally and in written form,
- Ability to work independently take direction, and meet deadlines
- Knowledge and use of PC Systems and MS Office applications is a must,
- Competency in a service organization environment,
- Self-motivated, willingness to constantly improve,
- Attention to detail and be able to multi-task and prioritize work on a daily basis
- Adopt a “Do what it takes” philosophy
- Valid Driver’s license

Job Type: Full-time

Salary: \$45,000.00-\$62,000.00 per year

