

# Office Administrator

*Anything. Possible.*

NorLand Limited consists of 15 specialized businesses working as one team towards common goals. We have the unique ability to undertake complex, multi-faceted public and private sector projects within a single contract. Our businesses make **Anything. Possible.** for over 65 years!

We are in search of an **Office Administrator**. In this position you will provide assistance to our teams by providing a wide range of administrative support and by coordinating various administrative projects.

## **Key Accountabilities:**

- Maintain a functioning, efficient and professional office in an organized and neat manner
- Proactively support the team with administrative functions
- Help promote a work environment where the safety and health of all employees, subcontractors, and individuals is paramount
- Hold a keen interest for improving effectiveness

## **Duties & Responsibilities:**

- General office duties & assistance
- Be present as a first point of contact to greet, assist, and direct any vendor, supplier, customer, or other walk-ins appropriately, as well as deliveries/recycling/courier services
- Answer, screen, and direct incoming phone calls
- Scanning/filing documentation
- Documentation updates
- Coordinate office activities and operations to secure efficiency and compliance to company policies
- Receive and sort daily incoming mail
- Organize office equipment maintenance
- Perform other clerical receptionist duties such as filing, photocopying, transcribing, arranging courier services
- Organize and track files for storage and shredding
- Other administrative support as needed
- Assist colleagues whenever necessary

## **Qualifications:**

- Two or more year's administration experience in an office environment
- Strong spoken and written English communication skills
- Advanced proficiency with Microsoft Office applications required (Word, Excel, PowerPoint, Outlook).
- Good knowledge of standard office practices, methods, and equipment
- Strong organizational and prioritizing skills
- Ability to work toward deadlines and manage conflicting priorities
- Ability to be resourceful and proactive when issues arise
- Previous experience within the construction industry, an asset
- Team player

*NorLand Limited is committed to equity, diversity and inclusion in our recruitment and hiring practices.*