



Full Time Front Desk / Office Administrator

Job Description:

- Coordinate office activities and operations to secure efficiency and compliance to company policies
- Manage agendas/appointments/meetings etc. for Management
- Manage phone calls and correspondence (e-mail, letters, packages, etc.)
- Support budgeting and bookkeeping procedures
- Create and update records and databases with personnel, financial and other data
- Manage and track office inventory/supplies and place orders when necessary
- Assist colleagues whenever necessary
- Coordinate and Manage schedules (trades/homeowners etc.)
- Manage Filing System
- Other Tasks as required

Requirements:

- Proven experience in an office administration role for Construction based company is required
- Outstanding communication and interpersonal abilities
- Excellent organizational and leadership skills
- Excellent time management and quick learning skills
- Works well in a fast-paced environment
- Familiarity with office management procedures and basic accounting principles
- Excellent knowledge of MS Office and Office management software
- High School Diploma; BSc/BA in office administration or relevant field preferred

Please send resume to Maria - maria@luxorgroup.ca