

Office Manager & Executive Administrative Assistant

Overview

Come grow with Mike Geric Construction! The Office Manager & Executive Administrative Assistant will work closely with the CEO, CFO and COO, while also working as an integral coordinator throughout the entire organization. This position is integral in supporting the success of our office and administration and will become a vital part of Mike Geric Construction's day-to-day business development and client focus.

Mike Geric Construction

Mike Geric Construction is a growing, entrepreneurial company that values work-life balance and giving back to the communities where we live and work. Our team is focused on providing value to neighbourhoods, meeting the needs of our growing population, and innovating to ensure our developments stand out and stand the test of time. We are a family-owned, local developer, with a 50+ year history and big ideas for the future. *We would love to meet you!*

Position Summary

You will provide management and oversight of the Mike Geric Construction office and administrative support for our small team of senior executives. This will include, but is not limited to:

Office Manager:

- Responsible for developing and implementing effective office policies, procedures and standards and managing office services including IT, office equipment, correspondence, filing, supplies and clerical functions
- Manage contracts, price negotiations and invoicing with office vendors, service providers and tenants
- Partner with HR to maintain office policies as necessary
- Point person for maintenance, mail, shipping, supplies, equipment, bills, and errands
- Plan, coordinate and assist in hosting office and/or client events
- Provide general support to visitors

Executive Administrative Assistant:

- Proactive and independent management of executive calendars and contact database
- Actively develop knowledge of our external clients to enhance service excellence
- Respond independently to basic enquiries and escalate complex client enquiries to appropriate parties based on knowledge of practice/structure and work process
- Manage projects and activities that support the organization's strategic direction
- Coordinate, prepare, edit and/or proofread documents such as correspondence, presentations, and reports
- Schedule meetings, organize materials and take minutes
- Assist in the preparation and submission of expense reports

Qualifications and Experience

- College diploma or an equivalent combination of education/experience. Minimum 1-2 of years administration experience
- Proven ability to prioritize and adapt to changing demands and deadlines, and deal with sensitive materials with a high degree of tact and discretion
- Preference given to experience working directly with senior leaders
- Experience managing executive calendars
- Excellent communication skills (verbal & written).
- Exceptional organization and time management skills
- Strong attention to detail with an aptitude for proofreading, suggesting alternatives and making modifications
- Experience assisting in departmental or office budgeting is an asset
- Proactive and anticipative approach to understanding your team's needs, and confidence to ask questions
- Experience with MS Office: Word, Excel, PowerPoint, Outlook

Mike Geric Construction Compensation & Benefits

- Competitive salary
- Extended health benefits
- Flexible working hours
- Opportunities for professional development and growth
- Free office parking in a walkable and transit-oriented neighbourhood
- Staff social events

Job Types: Full-time, Part-time, Permanent

Salary: \$25.00-\$30.00 per hour