POSITION TITLE: Office Administrator

Employment Type (FT,PT,Contract): Full Time
Rate of Pay: $42,000 - $45,000
Job Location: Cambridge, ON
Hours of Work: 8:30 a.m. - 5:00 p.m.
Start Date: As soon as possible
Application Deadline: June 30, 2019

COMPANY NAME: itec group Inc.
Street Address: 135 Thompson Drive, Suite 1, Cambridge, ON, N1T2E4
Phone: 519.622.8889
Fax: -
Email: harleen@itecgroup.ca
Website: www.itecgroup.ca

General Description of Duties:

Office Administrator Job in Cambridge, ON

itec group is seeking an Office Administrator to support our growing team in Cambridge, ON. Reporting to the Managing Director, the Office Administrator will be responsible for providing administrative support in order to ensure effective and efficient operations, including payroll. The successful candidate must have a minimum of 3-5 years of related office administration experience, combined with proficiency with google docs and/or MS Office. This is a great opportunity to join a growing company in a highly visible role and a positive corporate culture!

The Office Administrator Job responsibilities may include but are not limited to:

Office Administration
- Provide administrative support to the senior management team in daily operational activities
- Prepare and edit correspondence, communications, presentations and other documents
- Arrange and coordinate meetings, social events, outings, lunch-n-learn, and travel arrangements
- Assist in the development of marketing and re-branding initiatives including company logo, website and promotional materials
- Maintaining and ordering office supplies
- Compile data for monthly tracking reports

Branch Support
- Working alongside the Managing Director to design, plan, and implement internal Human Resources programs, policies, and procedures
- Set up and maintain employee files (entering new hires, employee changes, training records, updating the HRIS system).
- Set up the new hire’s data in HRIS
- Assist with Group Benefits Administration
- Support the Recruitment Team with conducting reference and background checks
- Prepare and send out offer letters/employment contracts
Ad-hoc projects

Accounting and Payroll

- Responsible for internal payroll functions (calculations, commission tracking, payment distribution etc.)
- Ensure employee salary data is current and kept up to date
- Review timesheets and ensure timely processing of payroll for contractors
- Prepare final pay and ROE
- Accounts Payable invoice entries and cheque runs
- Prepare and send out client contracts/invoices
- Make A/R collections calls, pickup cheques from clients
- Oversee bank runs/deposits/transfers
- Manage electronic fund transfers within the online corporate banking system
- Process HST, Corporate and WSIB remittances
- Month-end, quarterly and annual reconciliations and filings

Skills and Experience Required:

Qualifications:

- A Bachelor’s degree or college diploma in a relevant field of study such as Business, Human Resources, or General / Administration
- 3 - 5+ years' experience as an Executive Assistant or Office Administrator
- Excellent organizational skills
- Proficiency in Google Apps / Microsoft Office
- Experience with Quickbooks is an asset
- Ability to prioritize and to take initiative
- Flexible availability
- Willingness to wear multiple hats

How to Apply:

If you are interested in learning more about the Office Administrator Job opportunity and meet the required qualifications, please submit your updated resume to harleen@itecgroup.ca

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