

Administrative Assistant (Part-time)

Position:

Our company is seeking a skilled and experienced Administrative Assistant. This is a part-time opportunity for a period of 1 year with the possibility to extend. The Administrative Assistant is responsible for the day to day administrative and customer service and accounting functions within the market area. Completion of invoicing, collections, customer service, payables and payroll/HR functions are required. The Administrative Assistant will be responsible to assisting the Directors of research, the engineers, and staff to complete all reporting requirements. This position is based in London, Ontario.

Specific Responsibilities

- Manage and maintain all day-to-day office administration, including but not limited to: telephones, office equipment, mail and equipment, shipping arrange shipping of products, office maintenance, and maintain the general office space.
- Run office bookkeeping; ledger; budget preparation; monitoring and balancing
- Assist in office-wide recruiting activities; manage resumes, schedule interviews, solicit feedback from interview panel
- Manage contract requests; 'Para-legal'-liaison to legal resources; NDAs, Consulting Agreements, CDAs, MSAs, etc.
- Provide administrative support to executive team; e.g. travel, expenses, calendar, meeting arrangements
- Coordinate company-wide activities with academic and research institutes.
- Assist with purchase orders.

Qualifications

- Highly flexible team player with the ability to prioritize and work independently with limited supervision
- Solid skills in managing office technology and confidential record keeping
- Strong organizational skills and ability to multi-task
- Excellent communication and problem-solving skills, ability to work internationally
- Desire to learn new skills and look for additional opportunities to contribute
- Proactive approach to improving system efficiencies
- Must have excellent time management, organizational, customer service, and interpersonal skills, with demonstrated ability to produce high quality work under tight deadlines.

Education and Experience

- College diploma required with formal secretarial training with minimum 5 years administrative work experience required. Or 1 year administrative experience with a university degree preferred.
- Proficient technical skills to include but not limited to Microsoft Office Suite (Word, PowerPoint, Excel, and Outlook).
- Knowledge of QuickBooks is strongly preferred.

- Please send your resume to the following address info@ceresensa.com
- We thank all applicants, however only those selected candidates will be contacted