
Office Administrator/Manager
Permanent, full-time
Sunderland, Ontario
(File Reference: OAM-2018)

On behalf of our client, a large agricultural co-operative with locations across central Ontario, we are conducting a search for an Office Administrator/Manager. This position will directly support the General Manager in relation to office processes the execution of administrative functions.

This opportunity is a permanent, full-time role within a growing organization that provides goods, services and marketing data within Ontario's agriculture sector. A competitive compensation package is being offered, including pension, bonus and company-paid health benefits. This position is available at locations in Sunderland and Oakwood.

KEY RESPONSIBILITIES:

- Provide confidential administrative support to the General Manager and additional Department Managers as directed.
- Ensure the smooth operation of all head office activities and operations to secure efficiency and compliance to company policies
- Open and route incoming mail, answer correspondence, and prepare outgoing mail.
- Copy data and compile records and reports.
- Create and update records and databases, tabulating and posting data in record books and files.
- Manage accurate scheduling/travel arrangements/appointments for members of Senior Management
- Prepare, issue, and send out receipts, bills, policies, invoices, statements, and cheques as needed.
- Purchase office supplies as needed and maintain accurate budgetary records/
- Prepare agendas, minutes, reports and schedules for all Board and Senior Management meetings.
- Record actionable notes for all meetings, maintain formal record with appropriate signatures, to be filed both in hard copy and electronic formats and distribute to all relevant parties.

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- Follow-up with Senior Leaders regarding actionable items for the purposes of compiling progress updates to the General Manager.
 - Prepare correspondence, newsletters, presentations, proposals, website/social media content as required
 - Coordinate Human Resources files for employees, including offer letter, job descriptions, training, performance reviews and other documents as required.
 - Engage in other human resources activities including but not limited to: coordinating job postings, reviewing resumes and scheduling interviews.
 - In collaboration with the General Manager and Senior Management, ensure that review and editing of Human Resources, Health & Safety, Employee Benefits/Compensation policies are up to date
 - In collaboration Senior Management, ensure record keeping adheres to all required legislation
 - Prepare and present monthly reports as directed by the General Manager with regards to personnel, financial statements and other data
 - Manage corporate records in all forms through the life cycle of creation, use, storage and disposal.
 - Ensure that timelines are met for all key deliverables.
 - Follow direction to complete other tasks and projects as required.
 - Other duties as assigned

SKILLS AND QUALIFICATIONS:

- Post-secondary degree or diploma in Business or Office Administration
- 3-5 years previous experience in an Office Administrator/Manager role
- Proficient in all MS Office Suite programs (Word, Excel, PowerPoint, Outlook) as well as additional web-based sites
- Prior experience in the agricultural industry an asset
- Excellent communication and interpersonal skills to communicate effectively both externally and internally across the organization, at times on behalf of the General Manager
- Comprehensive analytical, problem solving and organizational skills
- Strong word-processing skills and experience with development and creation of a variety of written communications
- Competent in prioritizing tasks, able to work independently and strongly self-motivated
- Ability to work well under pressure, multi-tasking and employing effective decision-making



POSITION PROFILE

COMPENSATION:

Our Client offers competitive total compensation including an attractive base salary and incentives, group benefits, and the opportunity for career development in a dynamic and growing Canadian-owned company with international operations.

For further position details and consideration, highly qualified Candidates are invited to submit their resume information in confidence to (please quote the File Reference number above):

Recruiting Manager
SHRP Limited
www.savinohrp.ca
info@savinohrp.ca

All Applications treated confidentially. While we appreciate all applications, we can only contact those individuals selected for interview.

We are committed to providing accommodation for persons with disabilities. *Accommodation will be provided as part of our hiring process (if accommodation is required, Applicants are requested to make their needs known in advance).*