**Administrative Coordinator**

Reporting to Director of Executive Administration, the Administrative Coordinator is responsible for providing company wide support by handling various clerical tasks such as telephone reception, data entry, file management, document preparation, and other general office tasks as directed S/he will exhibit high standards, excellent communication skills, and have an ability to take initiative, prioritize daily tasks and have a strong ability to take charge and meet tight deadlines The Administrative Coordinator will have the ability to clearly communicate information and will be proficient with Microsoft Office

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

* Answer all calls and transfer to staff as necessary
* Co-ordinate monthly fire inspection and utility notifications
* Prepare and maintain employee training matrix, which notes who has been trained and certified on what equipment, vehicle, or other training programs
* Arrange for safety training for employees as needed
* Prepare New Employee packages
* Prepare outgoing mail and packages
* Monitor & replenish office supplies as needed
* Keep track of Tool inventory for all sites
* Arrange for mail couriers for staff as needed
* Welcome and greet clients and office guests
* Assist with Property Management, maintenance and inquiries
* Manage and maintain insurance certificates from Tenants
* Tracking of all business credit cards
* Manage and maintain tracking of all fleet/ Book all fleet repairs/services
* Manage phone systems/update company phone lists
* Manage all Rooftop reservations
* Assist with event planning/birthday celebrations
* Keep track of all corporate credit purchases
* Track and record of all incoming resumes
* Ensure common areas are kept clean and organized at all times
* Assist in preparation of regularly scheduled reports
* Maintain all office equipment
* Produce and distribute correspondence memos, letters, faxes and forms
* Filing any correspondence
* Copy/scan cheques/invoices
* Match packing slips to invoices
* Data Entry of PO’s and invoices
* Provide administrative assistance to all departments as required
* Other duties as assigned

**DESIRED SKILLS & QUALIFICATIONS:**

* Strong interpersonal, customer service and communication (written and oral) skills
* self-starter with the ability to work in a team environment and independently
* Good analytical and problem-solving skills
* Ability to multitask and deal with competing priorities and manage time appropriately
* Proficient in Microsoft Office suite (Word, Excel, Power Point, etc.)
* Experience in Construction, Real Estate and/or Property Management would be an asset

*Job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.*