

Office Administrator

Full-Time in Whitehorse, YT

The Office Administrator is responsible for providing a broad range of administrative and accounting support services to Challenger's Whitehorse branch office. They are a team player with good intuition and a strong ability to solve problems and also provide exceptional customer service. This person will develop comprehensive knowledge about administrative procedures and company operations to support the Whitehorse team.

The role is full-time, Monday to Friday, 8am-5pm with a 1 hour unpaid lunch. Hours can be flexible to suit family needs.

To succeed in this role, you will need excellent interpersonal skills including the ability to handle a large and diverse group of internal and external customers. Requires a highly organized individual with strong analytical and decision-making skills with proficiency in Microsoft Office.

Key Responsibilities

- Coordinates and oversees all office activities.
- Receives visitors, assists as required, and establishes contact with company personnel promptly and courteously.
- Handles phone calls and correspondence.
- Maintains up-to-date electronic and hard copy files of all jobs/projects.
- Assists Project Managers in collating and binding proposals and obtaining Certificate of Insurance and WCB claim history.
- Formats proposals and assists Project Managers in word processing/spreadsheet compilation as needed.
- Makes travel arrangements for managers and crew.
- Assists in the upkeep and maintenance of the office facilities, furniture, and equipment by addressing and resolving leasehold issues with the landlord and office equipment maintenance/upgrades, utility issues with service providers, and housekeeping issues with janitorial services.
- Performs accounting duties for the office including controlling and balancing petty cash, submitting bi-weekly expense reports, invoice forwarding, and assisting collections clerk.
- Tracks disbursements by entering in accounting software uploads digital copies and reconciles to statements.
- Invoices customers and prepares related reports.

Qualifications

- Post-secondary courses in accounting/business administration, plus 1 to 3 years of related experience.
- 2+ years experience using accounting platforms for invoicing, accounts payable, and voucher transactions. Experience with Deltek Vantagepoint an asset.

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