

Receptionist/Administrative Assistant

Bennett Design Associates – Greater Toronto Area, Ontario

Bennett Design Associates is a busy interior design firm located in Uxbridge that understands the balance between design as an art and design as a construction tool. We are seeking a part-time Receptionist/Administrative Assistant, whose primary responsibilities will be to provide reception, administration and coordination support for the team and in general is responsible for doing whatever is necessary to have the office function smoothly. This role is the “face” of our firm and our brand ambassador, and therefore helps to shape the image of Bennett Design.

WHAT YOU'LL BE DOING

Reception

Welcome clients, suppliers, consultants, colleagues and guests, whether in person or over the phone
Answer or direct inquiries appropriately

Executive Assistance

Manage executive schedule including appointments, meetings, conferences and travel
Coordinate meetings, reserve and prepare meeting rooms and arrange meals
Support the execution of special events on behalf of the executive team

Office Administration

Manage overall daily staff schedules for internal and external clients
Assist the accounting department to process monthly employee expenses
Coordinate incoming and outgoing courier and mail
Maintain office petty cash
Provide production assistance to the team for proposals, RFPs and deliverables
Maintain office supplies, manage inventory levels and place and/or expedite supply orders
Coordinate with HR and other stakeholders to onboard new staff members
Organize lunch and learns and coffee breaks with current and potential suppliers
Maintain office plants, watering and rotation

WHAT WE REQUIRE OF YOU:

- Experience in an administrative capacity within a professional office environment is considered an asset
- A degree or diploma in business administration or related field is an asset
- Strong MS Office skills, including Outlook, Word, Excel, and PowerPoint
- Comfortable working in a fast-paced work environment that requires flexibility, multi-tasking and outstanding time-management skills
- Confident and professional attitude when answering the phones
- Able to communicate through written and verbal mediums with warmth, professionalism, clarity and tact
- Exceptional interpersonal skills and the ability to work effectively with people at all levels
- Great organizational, analytical and time management skills
- Able to work with discretion with sensitive and confidential information



BENNETTDESIGN

10 Douglas Road, Uxbridge, ON L9P 1S9

Tel: 905-852-4617

bennettdesign.ca

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HOW TO APPLY:

Qualified candidates may send their applications including a resume and cover letter to careers@bennettdesign.ca

We encourage you to visit our website at bennettdesign.ca

Job Type: Part-Time

Bennett Design is an equal opportunity employer and is committed to providing a recruitment process that is inclusive and accessible for all candidates. Accommodations are available on request for candidates taking part in all aspects of the recruitment and selection process.

We thank all applicants for their interest in a career with Bennett Design. Only those selected for an interview will be contacted.

Bennett Design is committed to providing an accessible workspace. Accommodation is available upon request for candidates taking part in all aspects of the selection process. Should you require accommodation please notify us.



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