Receptionist/Administrative Assistant

Bennett Design Associates – Greater Toronto Area, Ontario

Award Winning Design Firm! Beautiful Town! Great People! Rewarding Career!

Are you a creative-thinking, detail-driven, earth-loving, team-player? This might be the place for you!

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 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.

Key Responsibilities:

Reception

- Answer all incoming phone calls
- 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
- Coordinate incoming and outgoing courier and mail
- 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

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Company Vehicle

- Manage the upkeep and usage of the company vehicle
- Maintain a log book for mileage
- Schedule oil changes and routine professional cleaning

Other Duties as Assigned

Key Competencies:

- Professional in image and demeanor with clients and guests
- 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

Required Qualifications:

- A degree or diploma in business administration or related field is required
- Experience in an administrative capacity within a professional office environment is considered an asset
- Strong MS Office skills, including Outlook, Word, Excel, and PowerPoint

Qualified candidates may send their applications including a resume, cover letter with relevant experience to careers@bennettdesign.ca .

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.