

ADMINISTRATIVE ASSISTANT

JOB TITLE: Administrative Assistant
DEPARTMENT: Administration
SUPERVISORS: Chief Operating Officer & Manager, Finance & Human Resources
JOB TYPE: Permanent, Full-Time
LOCATION: 24 Haniak Rd, Rosslyn – ON

Smart Modular Canada is a modular buildings manufacturer. From micro homes to hotels, we build to last. We are a fast-growing energetic company building quality homes and buildings for all Northern Ontario and beyond. Our philosophy is one of a family atmosphere with great people to work with. We offer a climate-controlled experience when working within the factory, with competitive wages, a benefit plan and a retirement program. Here skilled craftspeople have a regular work schedule, are not dependent on weather conditions, and do not have the headaches associated with repair/emergency work. Come build your future with us!

GENERAL JOB DESCRIPTION

Under the supervision of the Administrative Coordinator and the Chief Operating Officer the Administrative Assistant role is pivotal in providing administrative support to our team, particularly to the administration, project/ production and accomplishes the company mission by completing related administrative tasks as needed. The Administrative Assistant is expected to deliver exceptional customer service, support efficient office operations, and supporting smooth coordination and communications between departments.

DUTIES AND RESPONSIBILITIES

- Maintain the organization and tidiness of the office, manage office supplies, and ensure a welcoming and professional atmosphere for staff and visitors.
- Provide general administrative support, including managing general queries, emails, phone calls, and appointments, drafting documents, and handling correspondence.
- Accurately enter data into various systems, databases, or spreadsheets and maintain organized and up-to-date records.
- Coordinate project scheduling, appointments, meetings, and travel arrangements for team members as needed.
- Act as the point of contact between employees and external partners, relaying messages, and disseminating information promptly.
- Create and format reports, presentations, and other documents using Microsoft Office or other relevant software.
- Maintain an efficient filing system for both electronic and physical documents to ensure easy retrieval.
- Assist in the preparation of meeting materials, take meeting minutes, and coordinate logistics for meetings, including booking conference rooms.
- Collaborate with colleagues and departments to support cross-functional tasks and projects.

- Deliver exceptional customer service by promptly responding to customer inquiries, resolving issues, and maintaining strong customer relationships.
- Keep your supervisor abreast of your progress and reporting any job-related issues.
- And other duties as assigned.

QUALIFICATIONS FOR THE JOB

Education:

- Relevant post secondary education from a recognized college/university.

Experience:

- Minimum five (5) years of previous experience in an administrative role.
- Knowledge of Canadian building construction is an asset.

KEY COMPETENCIES

- Advanced proficiency in Microsoft Excel and Word is essential; intermediate experience with other Office applications.
- Strong math skills with the ability to perform complex calculations and analysis.
- Exceptional attention to detail to ensure accuracy in technical costing, data analysis, and administrative tasks.
- Consistently meet deadlines and deliver high-quality work.
- Well developed interpersonal and customer relations skills
- Strong written and verbal communication skills.
- Collaborate effectively with colleagues and departments.
- Ability to adapt to changing priorities and multitask effectively.
- Proven track record of delivering excellent customer service.
- Maintain a professional appearance and conduct.
- Punctuality and dependability are crucial.
- Handle sensitive information with discretion and maintain confidentiality.
- Competent under the Ontario Health and Safety Act.

Smart Modular Canada is an equal opportunity employer. We thank all applicants for their interest but only those selected for an interview will be contacted. Upon request, accommodations due to a disability are available throughout the selection process.