

Employment Opportunity

Job Description: Front Desk Administrator
Status: Full Time Position
Location: Financial District, Toronto
Annual Salary: \$36,000/year

Key Information:

- **This position is eligible to participate in the quarterly, discretionary bonus pool (historical average of this is 14 - 24% of the annual salary)**
- Competitive benefits package available after three-month probation period
- For more information about our Origin and our team, visit originmerchant.com and follow us on Twitter @originmerchant
- To apply please email cover letter and resume to careers@originmerchant.com

In your role as Front Desk Administrator, you will work closely with all members of Origin Merchant Partners and our clients.

Your main job tasks and responsibilities will include:

- Answer main telephone line and the lines of others, screen and direct calls
- Take and relay messages via email
- Greet clients and vendors professionally
- Tidy and maintain the reception area, kitchen and meeting rooms so they are always ready for clients
- Order and manage all office supplies and kitchen items
- General administrative and clerical support including document preparation and editing, when needed
- Receive, send and sort mail, couriers and deliveries
- Maintain the meeting room calendars to ensure availability
- Coordinate and schedule meetings for principals, arrange conference calls, arrange refreshments and lunches; strategically and efficiently manage complex and changing calendars - prioritize appointments and proactively resolve conflicts
- Book travel arrangements (flights/hotels/off-site meeting rooms) for principals and employees
- Ensure soft and hard data is effectively organized/stored
- Maintain internal directories and keep employee contacts up-to-date
- Prepare monthly expense reports for all employees using QuickBooks, distribution of vendor payments and book-keeping filing
- Coordinate various facilities issues with building management re: light bulb changes, repair work, maintaining employee office pass cards and coordinating with cleaners

Key Competencies:

- Excellent interpersonal and communication skills, both verbal and written; strong attention to proper grammar and punctuation
- Professional and personable presentation
- High customer service orientation
- High quality of organization and time management skills
- Detail-oriented and resourceful in completing projects; able to effectively multi-task with competing priorities
- Reliable
- Respect for confidentiality and appropriate handling of sensitive information
- Good stress tolerance and unflappable attitude when dealing with difficult situations
- Experience in MS Office (PowerPoint, Excel, Word and Quickbooks) is an asset
- A completed university degree or college diploma is preferred

We thank all applicants. However, only those selected for an interview will be contacted.

Origin Merchant Partners is an equal opportunity employer committed to the principles of equal employment opportunities for all applicants and employees.

Origin Merchant Partners does not discriminate on the basis of sex, race, color, religion, sexual orientation, marital status, pregnancy, gender identity, gender expression, family medical history or genetic information, national origin or ancestry, age, physical or mental disability, medical condition or any other basis protected by federal, provincial, local law or regulation.