

Administrative Assistant – Toronto

At CleanMark, we are driven by one goal; to be North America's premier facility services company. Our success as a company and corporate partner rests on an unwavering commitment to delivering a smart, personal, service built on innovative solutions, exceptional talent and operational excellence. We're passionate about employing the best people in the industry and support everyone who works at CleanMark in taking their career with us as far as they can. When you join CleanMark, you join a company that has achieved year on year double-digit growth since its inception in 1997. The secret to that success is - and always has been - our people.

We have a current opening for an Administrative Assistant in the Toronto, Ontario region. The Administrative Assistant, reporting to the applicable Manager or Director, works with all levels of management and frontline staff to support CleanMark objectives and corporate values.

Responsibilities

- General office administration with coordination and support functions to Director and Territory Managers
- Order and manage equipment and supplies
- Build relationships with all service suppliers in different markets in order to address supply and equipment needs
- Coordinate shipment of equipment and supplies to client sites across Central Canada
- Monthly accounting activities including reconciliation of inventory and supplies
- In collaboration with Central Canada team schedule, track and confirm project work
- Monthly processing of sales orders for scheduled project work
- Address, facilitate and follow up with all equipment repair requests ensuring action within a timely manner
- Answering the phone and relaying messages to the appropriate team member
- Work closely with head office to address any accounting queries
- Receive and send courier deliveries
- Additional administrative assignments may arise dependent on operations objectives and needs

Qualifications

- Successful completion of post-secondary education; accounting, business or finance degree preferred
- Minimum 3 years of administrative experience with some basic accounting knowledge
- Must have a passion for doing the job right and a keen sense of urgency
- Demonstrate diplomacy, professionalism, and integrity during interaction with customers and suppliers
- The ability to work effectively in a fast-paced work environment and effectively manage change
- Superior communication and interpersonal skills
- Strong organizational and prioritizing skills; ability to manage multiple duties effectively
- Excellent problem-solving skills - using your expertise and ingenuity to find smart solutions
- Strong computer skills comfortable with Microsoft office suite
- Clear Background check

We are not just a company we're a community, and we want you to be part of it! If this dynamic company sounds like a good fit for you, please apply with your resume and cover letter for the opportunity to Be Brilliant with us.

We thank you for your interest and will be in touch with candidates selected for an interview. No agencies please.