



Office Administrative Assistant

Reports To

Office Manager

Summary

The Office Administrative Assistant, under the direction of the Office Manager, will primarily be responsible to manage and administer inbound and outbound mail. This position will act as a first point of contact and provide general information to staff, clients, and the public. This role will also answer telephone and email inquiries and relay telephone calls and messages.

Competencies

- Attention to Detail
- Client/Customer Focus
- Communication
- Organization
- Ownership
- Professionalism
- Resourceful
- Time Management

Job Duties

- Prepare, review, and/or edit various forms of correspondence such as letters, invoices, presentations, publications, and reports
- Administer and manage inbound and outbound mail, including priority post, packages, courier services, and other correspondence
- Act as a first point of contact and provide general information to staff, clients, and the public relating to their questions, concerns, or suggestions
- Answer telephone and electronic inquiries and relay telephone calls and messages
- Refer and/or redirect calls, emails, or visitors as required
- Assist in the compilation of data for various reports
- Coordinate the logistical aspects of departmental programs such as meetings, seminars, workshops, special projects, and events
- Maintain a high level of confidentiality in all interactions
- Maintain and monitor office supply inventory levels; place orders as required; and arrange for servicing of office equipment
- Organize, maintain, and coordinate office records and files
- Photocopy and organize documents for distribution, mailing, binding, and filing
- Prepare agendas for meetings, and transcribe and distribute meeting minutes



- Present a positive and professional image of the organization when interacting with employees, clients/customers, visitors, and other external stakeholders
- Review all documents, reports, and correspondence prepared for executive or management signatures for format, content, grammar, and spelling; make edits as necessary
- Schedule and confirm appointments, meetings, and conferences for management team and/or clients/customers
- Accurately and appropriately file correspondence, invoices, and receipts
- Act as first line contact with vendors or clients regarding billing problems
- Assist with jobsite administration duties, such as timesheet completion, and any daily logs that need to be maintained

Job Requirements

- Ability to adapt to new technology
- Ability to deal with people sensitively, tactfully, diplomatically, and professionally at all times
- Ability to effectively communicate both verbally and in writing
- Ability to prioritize and manage conflicting demands
- Ability to respond quickly in a dynamic and changing environment
- Ability to work individually as well as part of a team
- Proficient in Microsoft Office programs (including Word, Excel, and PowerPoint)
- Strong writing, editing, and proofreading skills
- Superior telephone manners and strong interpersonal skills
- Three years of experience in an administrative role
- One year of experience in a related industry
- High flexibility with strong interpersonal skills that allow one to work effectively in a diverse environment

Work Conditions

- Operation of desktop computer and peripherals
- Extended periods of sitting
- Interaction with employees, management, and the public at large
- Working in a busy office environment with frequent interruptions
- Occasional overtime



Job Posting

Kent Farm Supplies Limited is looking to fill the position of Office Administrative Assistant, who, under the direction of the Office Manager, will primarily be responsible to manage and administer inbound and outbound mail. This position will act as a first point of contact and provide general information to staff, clients, and the public. This role will also answer telephone and email inquiries and relay telephone calls and messages. The Office Administrative Assistant must possess the following:

- ability to adapt to new technology
- ability to deal with people sensitively, tactfully, diplomatically, and professionally at all times
- ability to effectively communicate both verbally and in writing

Kent Farm Supplies Limited offers competitive compensation and career advancement opportunities.

Qualified applicants should contact Office Manager at: careers@kentfarm.com