



Office Administrator

(Part time)

About us:

Geniglance is a niche waterway barrier engineering company and we have been serving clients across Canada and the Northern USA for over 40 years. We specialise in turnkey waterway barrier projects mostly for large hydroelectric dam owners and operators. Our work includes designing, engineering, fabrication and installation of buoys and booms for civil structures with challenging operational conditions where public safety, debris collection and ice movement are significant factors.

As part of our growth, we are looking to recruit an office administrator to support our busy and growing team of engineers. This will be a part-time role, and could eventually become full time.

Your Challenge:

- In this role, you will work closely with the General Manager to coordinate and undertake many of the day-to-day tasks that are essential to the smooth running of the team; you will be helping create the working and support environment in which our technical staff can focus on their work.
- This is a customer facing role and you will need to demonstrate strong communications skills with both clients and your colleagues.
- Many of our clients and sub-contractors are in Quebec and so it is essential that you are able to fully function in both official languages. You will need to be able to converse fluently in French and be able to read/write emails and correspondence in French.
- Responsibilities will include but are not limited to:
 - Overall management of the office space and facilities - from furniture to stationary to coffee to contract-cleaners to phones and computers
 - Office and project finance - e.g. processing expenses, AP and AR - updating our accounting application and when necessary facilitating payment directly with the supplier or client.
 - Use and management of IT and IS - we use a variety of applications for communications and project documentation and management. You will also be involved in updating information on our website and other social media.
 - Assisting other staff with travel planning and booking.
 - Project and program support - which could include some research into suppliers, contractors, customers and upcoming RFPs.
 - Some HR administration tasks - this will also include assisting with the onboarding and orientation of new employees (explaining how we do things).
- With this list of tasks, we are looking for someone that will be interested in and care for our business and its people. You will be someone that will proactively turn their hand to whatever needs doing at the time, and maintain awareness of what is happening within and around the company. Occasional short-duration travel may be possible (e.g. to conferences, the field, clients or contractors)

- This is a new role, and as such you will be working with the General Manager to identify what needs to be done as well as creating the processes and procedures both for yourself, and that others in the company will follow when working with you.

To meet your Challenge, you will need to have:

- A very organized mind – equally comfortable with detail and the big picture.
- Understanding of how to prioritize and plan, and have the initiative to respond to urgent tasks with little or no direction.
- Ability to respond to tight deadlines, and yet stay productive when the pressure is off.
- Willingness, ability and confidence to talk to people within a range of roles
- Experience or understanding of general business operation and needs.
- A keenness to grow and understand the business of our company and our clients.
- Experience in using a wide range of applications/tools from Social Media, Google for search, CRM, finance packages, MS Office Suite and a willingness to learn some advanced techniques.

Application:

If, after reading the above, you feel inspired and you fully believe that you can make a significant contribution to our future success, we would love to hear from you.

Please apply by e-mail to: graham@geniglance.com

E-mail Subject heading should be: **OffAdmin - Your Name**

As part of your application, please attach:

1. A cover letter. Yes, we will absolutely read it, and it's important to the process to be considered for the role. Your letter should briefly address: 'Why you may be an ideal Candidate, i.e. you know you can meet 'Your Challenge'.
2. A full chronological resume (no functional resumes please).

We will confirm receipt of all applications.