



Hiring: *Office Manager*

Are you an impeccably organized person who excels at managing time, balancing priorities and synthesizing information?

Are you also motivated by a fast-paced, rapidly growing environment where everyone is able to make immediate and recognized contributions to a company? Are you calm and collected in the face of consistent change and ever-evolving priorities? If your head is nodding, you should be our new office manager.

We're Stiff, a rapidly growing strategic communications and design agency. We work with a range of clients from diverse industries and deliver a suite of services to each. Our team is growing alongside our business. We need someone to facilitate smooth office operations day to day, someone who's also eager to support and refine our administrative systems and processes. We want a confident, self-possessed, agile thinker who can handle multiple tasks, needs and deadlines.

If that's you, we should talk.

What you'll do:

- Greet and direct visitors to appropriate destination
- Provide administrative support predominately to the CEO and Head of Strategy
- Gather data and prepare reports and presentations
- Make travel arrangements for the Senior Management Team
- Assist with the scheduling, RSVP management, and preparation of internal and customer meetings
- Provide administrative support and liaison between departments and for all client accounts
- Deliver on special projects as identified and assigned by various Senior Managers
- Plan and coordinate company events ie: Christmas Party, Employee Meetings, Customer visits, etc.
- Manage inventory and fulfillment of office supplies and kitchen supplies
- Manage meeting room schedules and bookings and organize all meeting materials
- Organize catering for internal and external meetings where required
- Receive and sort mail and deliveries; prepare outgoing mail
- Maintain and develop procedures and systems to ensure the maintenance of manual and electronic filing systems
- Act as main point of contact for office general business including landlord, contractors, service vendors, etc.
- Lead the establishment of preferred vendors such as hotels, transportation and manage rate negotiations
- Maintain professional standard and order of office by tidying and consistently maintaining common areas and boardrooms
- Maintain all systems log-in details and passwords and manage each current all company-wide software program
- Prepare reports and summaries using time-tracking software and organize for invoicing purposes
- Maintain all office and work supplies and assist with new hire onboarding as required
- Undertake client research, planning, invoicing and health-tracking
- Support and protect the company's internal and external brand
- Act as a brand ambassador via social media and external networking events
- Make honest and constructive contributions to the organization's culture

What you need:

- Minimum of four years proven experience within a high-growth environment, which includes hands-on responsibility for the full scope of administrative and office management activities
- Excellent oral and written communication skills
- Mastery of Microsoft Excel, Word and Powerpoint
- Passion and an approach all tasks with positive enthusiasm
- Commitment to upholding professional standards
- Comfort in operating within a fast-paced, ever-changing work environment
- Clear and obvious responsibility for own actions
- Proactive approach to supporting the Senior Management Team and their agendas
- Ability to handle sensitive matters confidentially
- A results focus—understanding what is important to staff, clients and management
- Commitment to achieving individual, company and client goals
- Tenacious approach to delivery, quality of output and organization
- To handle complex and difficult situations calmly, with thought and confidence
- Ability to deliver appropriate information to the right people
- Integrity—sincere in own behavior and in dealings with others
- Self-motivation and self-awareness—recognizes own strengths and weaknesses and is committed to personal development
- An intense interest in the success and development of the company
- A no-fail professional spirit: passion, grit and determination
- Respect and understanding that the interests of the client is superior to your (or our) ego
- A bachelor's degree, an advanced degree or professional certification preferred, or the equivalent combination of education and experience
- An intense interest in the success and development of the company and the machinations of a services business

Sound like you? Get in touch at get@stiff.ca and tell us why you'd be a great fit.