



## **JOB PROFILE**

**Date:** April 12, 2018  
**Position:** Administrative Assistant

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Hemlock Printers Ltd. is an internationally recognized leader in print communications with our manufacturing plant in Burnaby and sales associates in Burnaby, Victoria, Seattle and San Francisco.

We currently looking for an Administrative Assistant to join our team. You must have strong interpersonal skills, be highly organized and detail oriented, dependable, and function well in a team environment.

This position is responsible for providing a variety of administrative support to Hemlock's Leadership Team and reports to the VP-Finance.

### **Responsibilities:**

- Prepare and distribute documents including presentations, spreadsheets, correspondence (eg memos), meeting minutes, and reports in an accurate and timely manner.
- Meeting Coordination: coordinate and arrange logistics for: on-site and off-site meetings, and internal and client events: tasks involve event communications, determining location, ordering meals, set up of equipment and materials, sending RSVPs, and arranging travel).
- Travel Planning: coordinate cost-effective and sometimes complex domestic and international travel arrangements and itineraries and accommodations.
- Provide reception coverage for lunch, vacation and sick leave including handling telephone calls, messages and inquiries, shipping requests, and other reception duties.
- Support Accounts Receivable and Account Payable (eg to process expense claims, perform credit card reconciliations).
- Verifying and paying select invoices.
- Filing and data entry, maintain and update various databases.
- Support Human Resources' recruitment processes, from job posting to hiring and managing onboarding/orientation, and related duties as required.
- Maintain and organize office supplies for client rooms, meeting rooms and managers.
- Responding to phone, email and in-person enquiries.
- Managing incoming and outgoing correspondence.
- Support on special projects and administrative duties as required.



### **Skills & Qualifications**

- Minimum of 2 years' experience as an Administrative Assistant.
- Strong organization and administrative skills.
- Demonstrate sound judgment regarding confidential and sensitive matters and be reliable and trustworthy.
- Advanced Microsoft Office skills (Excel, Word, Outlook, Power Point) and WebEx experience with an aptitude to learn standard firm software and other relevant applications and technical/office equipment at an intermediate level.
- Bookkeeping and HR experience considered an asset.
- Excellent communication (written and verbal) as well as interpersonal skills using tact, diplomacy and discretion.
- Proven ability to differentiate whether to take action independently or to partner as a team.
- Ability to work as part of a team as well as make decisions and prioritize actionable items independently in a progressive environment.
- Ability to multi-task and meet multiple and/or unexpected deadlines in a demanding environment.
- Able to adapt to changing priorities in a calm and professional manner.

Hemlock is an award winning and innovative company, offering a great work environment with competitive benefits. If you are interested in exploring this career opportunity, please send you resume and cover letter indicating your objectives and compensation expectations to [hrd@hemlock.com](mailto:hrd@hemlock.com) and quote **Administrative Assistant** in the email subject line.