



JOB PROFILE

Date: October 12, 2021
Position: Office Administrator
Status: Permanent, Full Time
Shift: Monday - Friday
Hours: 8.0 Hour/Day (8:30 am - 4:30 pm)
Location: Burnaby

Hemlock Printers Ltd. is an internationally recognized leader in print communications with our manufacturing plant in Burnaby, British Columbia and sales associates in Burnaby, Seattle and San Francisco. For more information, please visit www.hemlock.com.

We have an immediate opening for an **Office Administrator** in our Administration/Finance Department, working Monday - Friday from 8:30 am to 4:30 pm. The Office Administrator position plays an important role as the face of Hemlock, providing the first impression to our visitors, plus managing and maintaining varied, complex and confidential administrative tasks in support of the Leadership Team. The position is responsible for overseeing the general reception and administrative duties, some accounting and HR/Payroll functions, coordination of meetings and events, and for the smooth day to day operation of administrative functions.

Core Responsibilities:

- Welcoming visitors and directing them to the relevant office/personnel
- Carries out clerical duties such as answering phone calls, responding to emails, and preparing documents, including office correspondence, memos, resumes, and presentations.
- Coordinates and manages appointments, meetings, and meeting room schedules
- Assist Sales & Marketing Coordinator to provide support to visiting customers
- Acts as confidential Assistant to Executive and Senior Management
- Prepares correspondence, documents and reports as required
- Books appointments, hotel and travel for management, sales and clients as required
- Verifies and inputs Sales Representatives expenses
- Sorts, records & distributes incoming and outgoing mail and packages.
- Produces company memos, announcements, newsletters and documentation as required
- Distribution of internal correspondence including memos and reports.
- Coordinates on-site and off-site meetings and events including logistics (e.g., communication, location, meals, equipment, materials, RSVPs, and travel).
- Participates in the coordination of internal/external events.
- Maintains and organizes office & kitchen supplies.
- Assists with HR functions by posting job openings, candidate screening, arranging interviews, sending/receiving job offers as required.
- Assists Payroll/Benefits with registration and documentation of the Compass card program and uploading timesheets.
- Supports special projects and administrative duties as required.

Additional Duties: The above responsibilities do not imply that these are the only duties to be completed. Any other job-related duties and instructions requested by your Management Team are expected to be performed.



Skills & Qualifications:

- Proficiency in MS Office
- Hands of experience with office machines, phone systems
- Attention to detail and problem solving skills
- Able to work independently and cooperatively as a team member
- Excellent written and verbal communication skills
- Strong organizational and planning skills in a fast-paced environment
- Ability to multi-task and move efficiently between different responsibilities
- Strong listening and communication skills
- A creative mind with an ability to suggest improvements
- High School degree; additional qualification as an Office Manager, Administrative Assistant or Receptionist

Benefits:

- Extended Health and Dental (incl. of Vision & Prescriptions), Life, AD&D, Short-term Disability and Long-term Disability Insurance package
- Vacation and Care/Sick pay
- Group RRSP
- Profit Sharing
- Employee & Family Assistance Program
- Transit/Compass Card program
- Free Electric charging stations & onsite parking

Hemlock Printers is committed to building a diverse and inclusive workplace. We strive to ensure our internal policies and practices recognize the value of diversity, inspire employee participation and are free of barriers for advancement. Our goal is to provide equal possibility for everyone and for every employee to feel safe, valued, empowered, and respected for their contributions to our shared purpose. All those who would contribute to the further diversification of our community are encouraged to apply.

If you are interested in this opportunity, please forward your resume to hrd@hemlock.com and quote **OFFICE ADMINISTRATOR** in the email subject line.

Open Until Filled.

We would like to thank all applicants for their interest, however only short-listed candidates will be contacted.