

**Job Title: Office Administrator**

**Location: 2068 Piper Lane / 290 Sovereign Road**

**Reports to: Financial Controller**

**Position Overview:**

The Office Administrator is a dynamic office contributor who assists with the day to day operations of the business. This position reports directly to the Controller.

**Responsibilities and Accountabilities:**

**Finance**

- Organize and control packing slips, invoices, and various other documents pertaining to the accounts payable function
- Ensure that prices on invoices equal prices on purchase orders and no variances have occurred. Follow up with Purchasing Manager should any variances be identified
- Posting approved invoices to subledger using accounting system (QuickBooks)
- Run weekly reports for bill payment, process cheques, and submit to Senior Management for Approval and Signature
- Prepare approved cheques for mailing, or arrange pick-up for select vendors
- Verification and processing of credit card payments – Monthly (receive management credit card expense forms and reconcile them with statements. Follow-up required if any expense forms are missing or information is incomplete)
- Executes special and ongoing Finance projects and activities as assigned through the Controller
- Participates in perpetual inventory counts, as requested
- May assist with Job Card entry into Company Intranet system
- Backup to Controller for vacation and absences

**Administration**

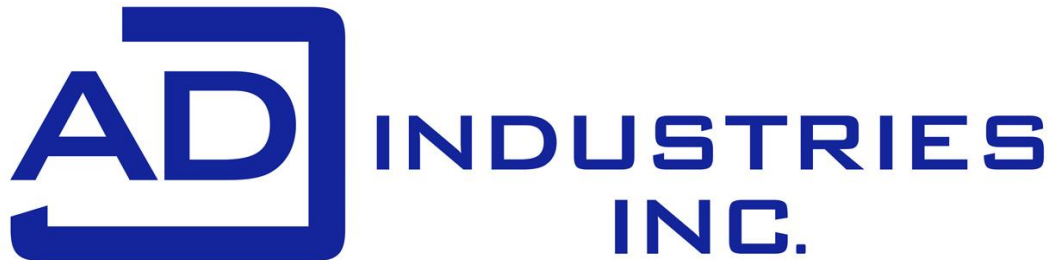
- Answers telephones (5 lines) and maintains general mailbox – all lines / messages forwarded to appropriate personnel via, page or email
- Answers door when general visitors arrive or when informed of a scheduled visit by management – appropriate personnel is notified of visitor via page/phone/email
- Process incoming mail and send to appropriate personnel
- Administration lead on printers/photocopiers and maintenance of office equipment
- Arranges catering orders for staff meetings, lunches, etc.
- Assist with HR and Brand Marketing - Social media (LinkedIn, Facebook) and internal branding
- Assist HR with IT help for employee inquiries on networking, and work process efficiencies
- Ensures office area is clean and organized, and stocked with appropriate supplies (water, coffee etc.)

**Qualifications:**

Revised: December 23, 2016

Supersedes: July 5, 2016

Created: September 18, 2013



- Must meet the requirements of the Canadian Controlled Goods Security Assessment Application as per Section 15 of the Controlled Goods Regulations, SOR/2001-32
- Diploma in financial accounting or sufficient experience in the field
- Experience with Microsoft Office, Accounting Software (QuickBooks Preferred)
- Self-motivated, the ability to work independently, and within a team environment with strong follow up, organization and prioritization skills and excellent attention to detail

Successful applicants must meet all requirements under the Canada Controlled Goods Regulations (CGR) and must be approved as mandated by Public Works & Government Services Canada and applicable contractual obligations.

Interested applicants should forward their resume to [hr@adjindustries.com](mailto:hr@adjindustries.com).

*Accommodation is available in all aspects of the recruitment process. If accommodation is required applicants should make this known in advance.*

*We thank all who apply however only those selected for an interview will be contacted*

For more information please visit our website at [www.adjindustries.com](http://www.adjindustries.com)