

OFFICE ADMINISTRATOR

UCC Group is a North America wide provider of integrated, specialty sitework construction services. UCC's experienced team provides pre-construction, construction and post-construction services to the Commercial/Industrial, Entertainment/Resort and Public sectors.

UCC Group is currently seeking candidates for a full-time **Office Administrator** position.

We are looking for a reliable Office Administrator. They will undertake administrative tasks, ensuring the rest of the staff has adequate support to work efficiently. The ideal candidate will be competent in prioritizing and working with little supervision. They will be self-motivated and trustworthy.

The office administrator ensures smooth running of our company's office invoicing approvals, purchase orders, project submittals.

Responsibilities

- Coordinate office activities and operations to secure efficiency and compliance to company policies
- Manage phone calls and correspondence (e-mail, letters, packages etc.) with our clients and customers
- Support budgeting and bookkeeping procedures
- Create and update records and databases with personnel, financial and other data
- Track stocks of office supplies and place orders when necessary
- Submit timely reports and prepare presentations/proposals as assigned
- Assist colleagues whenever necessary

Requirements and skills

- Proven experience as an **office administrator**, office assistant or relevant role
- Outstanding communication and interpersonal abilities
- Excellent organizational and leadership skills
- Familiarity with office management procedures and basic accounting principles
- Excellent knowledge of MS Office
- Qualifications in secretarial studies will be an advantage
- High school diploma; BSc/BA in office administration or relevant field is preferred

This office is located in Ottawa and the job is office based.

Job Type: Full-time

Schedule:

- Monday to Friday

Work Location: In person

UCC offers a competitive salary as well as benefits package.

Please submit your resume in confidence to gmartin@uccgroup.com to the attention of Glenn Martin. Thank you for your interest!