

Employment Opportunity

5/1/2024

Corporate Office Administrator

Summary

The Office Administrator oversees and implements all office and administrative procedures in the Samson Management (2009) Ltd. corporate office. This individual will be responsible for establishing work priorities and coordinating the related activities. The Office Administrator will report directly to the General Manager.

Experience Requirements:

- Strong Mentoring and Delegation Skills
- Organizational & Coordinating Skills
- Maintenance of Corporate Minute Book
- General Knowledge of Business Planning & Budgeting
- Staff management and Supervisory Skills
- Records Management and filing experience
- Secretarial Skills
- Good speaking, writing and computer skills
- Technical skills: Experience with Office 365 Programs
- Familiarity with office procedures and equipment
- Telephone etiquette training preferred

Working Conditions

The Office Administrator works in an office environment. Their workdays tend to be unstructured, and they must deal with frequent interruptions. They work normal business hours, although long hours and travel may be required.

Experience/Educational Requirements

- Diploma or Degree in business or field related to the position is preferred
- And/or Office Professional Certificate, or Human Resources related certifications.
- And/or 3–5 years previous experience in a related administrative occupation
- Experience maintaining a corporate minute book
- Proficiency in Office 365 (Outlook, Word, Excel, OneNote, PPT, Teams, OneDrive...)
- Must have a Valid Driver's License and own transportation
- Any Combination of the above will be considered

Personal Characteristics

- Good verbal and written communication
- Good listening skills
- Ability to work effectively with a variety of people
- Ability to work independently or as part of a team
- Professionalism
- Ability to set and meet deadlines
- Positive attitude
- Dependable
- Attention to detail and accuracy
- Computer experience and knowledge of general office procedures
- Keyboarding skills
- Tact and exceptional telephone etiquette
- Sensitivity to Confidential Information

Employment Opportunity

This position offered is a **Regular Full Time** position with a six month probationary period as this is a senior management position. Continued employment is dependent upon successful completion of the probationary period.

Wage Expectations: Salary will be based on Experience and Knowledge

Closing Date: May 9, 2024

Interested persons are requested to **submit a resume and cover letter** by mail, by hand, fax or email to:

Samson Management (2009) Ltd.
Box 539, Maskwacis Alberta, T0C 1N0
humanresources@smlcorp.com
Telephone: (780) 585-2468 Fax (780) 585-2393