



Title: Administrative Assistant
Position Type: Full-time, Permanent
Work Remotely: No
City: Toronto
Company: Cope Group Inc.
Job Commencement Date: Immediately
Job Closing Date: TBD

Thank you for your interest in working alongside us at Cope Group. Our company is founded on the desire to build meaningful relationships with our partners, customers, stakeholders, and most importantly, the communities which we build. We aim to foster a professional, transparent philosophy that promotes leadership and integrity while providing our team with a contemporary, progressive, and adaptive working environment.

Our team is composed of strategic, experienced, and welcoming professionals trained to offer the highest standard of service. We search for creative, innovative, and perceptive people who each bring unique skills that will help us build the communities of tomorrow. Our people bring relentless passion, fast learning, and a culture of innovation to every dimension of their work. We are committed to the continuous development of our employees, using our leadership to shape the future of development and help build the future of our communities. Join our team of diverse industry leaders, helping to build the communities of tomorrow.

Job Description:

Currently seeking an Administrative Assistant to facilitate company's day-to-day operations. The duties of the Administrative Assistant include providing support to our managers and employees, assisting in daily office needs and managing our company's general administrative responsibilities. We're looking for an enthusiastic staff member to join our team.

Key Responsibilities:

- Greet visitors to the office.
- Answer visitor inquiries in a professional and welcoming manner.
- Answer phones, transfer calls and take messages.
- Receive and distribute daily mail and packages (Some light lifting – up to 15 lbs up one flight of stairs).
- Update and maintain calendars as well as schedule meetings for management team and office events.
- Maintain inventory and order office supplies as necessary.
- Maintain, clean, and organize common spaces and work areas.
- Assist in setting up workstations for new staff.
- Accounting and clerical administration as required.
- Executive assistant and additional administrative duties as required.



Qualifications:

- Previous experience as a receptionist or related experience – minimum 1 year
- Professional oral and written communication skills.
- Superior organizational and time management skills.
- Strong proficiency in MS Word, Excel, Outlook and Adobe Acrobat.
- Some financial/accounting clerical administration experience is an asset.
- Ability to work independently, with minimal supervision.

Excellent career opportunity for someone who enjoys a well-rounded administrative position in a pleasant and professional office environment. Interested individuals are invited to submit their resumes to careers@copegroup.ca.

We appreciate the interest of all candidates, however only those selected for interviews will be contacted.