**Office Coordinator**

Job Type: Full-time

Job Location: North York, ON

Our print and online magazine is seeking an Office Coordinator to support the functioning of the magazine operations. The successful incumbent will have exceptional organizational and interpersonal skills, must be a strong team-player with high energy to work in a fast-paced environment.

**Responsibilities include (but are not limited to):**

* Assist management with daily operations (answering the phones, reporting, client invoicing, provisioning of orders, office management, and the President’s correspondence)
* Communicate effectively with clients regarding products and services offered by the magazine
* Maintain organized manuals, computerized filing, and record management
* Support operations with day-to-day client activities, including monthly client AR and submitting to Accounting
* Maintain a high level of professionalism and confidentiality, while handling sensitive information
* Assist with co ordinating companies’ events and meetings
* Maintain client lists and update databases for advertising, payments, and events
* Process and complete orders for new ads, both print and online
* Ensure that all required contracts and documentation are completed
* Ensure overall operations adhere to policies and regulations
* Report directly to the management and ensure only professional interaction with staff in order to effectively monitor and report on all misconduct without partiality
* Other duties as assigned from time to time

**Requirements:**

* Post-secondary education in Business Administration, Marketing, or similar field
* Minimum of 1-2 years of experience in office administration
* Excellent communication, interpersonal, and planning skills
* Previous team-lead experience is an asset
* Highly efficient in using MS Office Suite programs such as Word, Excel, PowerPoint, and Outlook
* Ability to work independently and with a team in a results-driven attitude
* Exceptional grasp of the English language, both oral and written
* Punctual, sound work ethic, positive attitude, and very flexible