



Office Administrator

At C-CORE, we are committed to investing in people and creating a dynamic and rewarding employment experience. C-CORE is seeking an **Office Administrator** to work with its highly skilled team of business professionals, engineers and scientists.

C-CORE conducts R&D and provides research-based advisory services, delivering innovative engineering and technology solutions to national and international clients. Over the past 45 years, we have built a world-class team of over 90 dedicated professionals, with a reputation for excellence in Remote Sensing, Ice Engineering, and Geotechnical Engineering.

This position is located on site in our St. John's office.

Duties:

As C-CORE's **Office Administrator** you will be responsible for:

- Administration of the front office, including managing reception area and greeting clients and visitors, answering emails and calls, sorting mail, managing couriers, word processing, and routine office duties;
- Maintaining coffee and meeting rooms, including setting up for meetings, tidying and replenishing supplies;
- Assisting in planning and arranging meetings and events, including organizing catering;
- Maintaining office supplies coordinating with general office suppliers eg. maintenance of office equipment, shredding services;
- Coordinating with facilities management for the reporting and servicing of building maintenance issues, including building access and security;
- Providing secretarial assistance in preparing proposals, reports and presentations, including format and editorial review, electronic filing and document management;
- Providing administrative support for corporate services functions (accounting, IT, HR, communications and health and safety), including document management, assisting with on-boarding of students and employees, assisting with funding applications and claims and other related duties as required.

Qualifications:

We are looking for an enthusiastic, energetic and confident individual who will be a primary point of contact in our organization for clients, visitors, stakeholders, students and employees. A diploma in Office or Business Administration is required, ideally supplemented with one year or more experience working in a professional office environment. Experience with Microsoft Office, exceptional computer skills and strong communication skills are a necessity. You must be organized and able to successfully multi-task.

Location:

St. John's, Newfoundland and Labrador

Salary & Benefits:

C-CORE is committed to investing in people and creating a dynamic, rewarding employment experience. C-CORE offers competitive salaries and benefits, including attractive vacation & leave entitlements, a generous retirement savings plan and medical & dental plans. We also offer numerous opportunities for professional and personal growth.

Apply to:

Qualified applicants should forward their résumé electronically to: careers@c-core.ca. Please quote **Office Administrator** in your application. For further information, please refer to C-CORE website (www.c-core.ca).

Deadline for Submission: November 26, 2021

COVID 19 precautions:

Personal protective equipment provided or required; Social distancing guidelines in place; Virtual meetings; Sanitizing, disinfecting, or cleaning procedures in place.

C-CORE thanks all those who apply; however, only those whose skills most closely match the position will be contacted.

COVID 19 Vaccination Requirement:

"Any offer of employment is conditional upon the successful candidate providing confirmation of vaccination against COVID-19, satisfactory to C-CORE, or, in the alternative, requesting and receiving a vaccine exemption approved by C-CORE"