

Business Assistant

National Occupational Classification (NOC) 0114

Job Description:

We are looking for Business Assistant for regular, full-time and part-time, organization and administration work at the company.

This is not a 'sit at the desk' type of job. As a hard-working Business Assistant, there are different tasks in order to maximize his time, energy and focus on the company's clients. Having excellent communication skills is also essential in order to perform administrative and reception tasks (such as client interaction). Provide program support and assistance to the company and all teams in the resolution of multi-faceted issues. Bring your positive energy and commitment to excellent customer service to this exciting and diverse role where you can really make a difference as a Business Assistant.

The Business Assistant should coordinate and manage the budgeting process on behalf of the Senior Managers and monitor, analyze and report on monthly, quarterly and annual actuals versus forecast during the budget year for the business unit. Undertake and manage special projects or studies to facilitate action and/or decision-making relative to cluster/divisional/branch activities or human resources issues.

In this role, you will build on your career experience, as you actively support managers at various sites throughout the company. You will provide business services support in the areas of human resources hiring processes, general administration, financial tasks, budget development and operational reports and assisting in the communication and implementation of policies and procedures, as well as supporting contract management meetings. We are looking to hire assistants to work independently.

Essential Duties and Responsibilities include, but are not limited to the following:

- Under the general direction of the Senior Managers the Business Assistant provides administrative and comprehensive paraprofessional assistance in all areas of Business Services functions; independently performs a wide variety of complex tasks.
- The Business Assistant will provide direct administrative assistant support to Senior Managers and each Department.
- Filing and organizing paper and electronic documents, such as emails, invoices, reports, and other administrative records.

- Converting paper documents to digital using a scanner.
- Assisting with data entry and database maintenance.
- Handling all incoming and outgoing mail, calls, emails, and faxes.
- Communications with the customer service team and sales department.
- Work with our HR firm to manage human resources and maintain a healthy, inclusive team culture.
- Work closely with the Financial Department to plan budget each quarter and prepare financial reports.
- Manage day-to-day finances including payroll, reimbursements, accounts payable and accounts receivable.
- Process payments and money orders.
- Organize and lead quarterly and monthly business review meetings.
- Coordinate team activities, both virtual and in-person.
- Work with business to manage office mailing projects - create timelines; identify and obtain necessary project resources and supplies; report on project status.
- Coordinate client and advisor mailing projects internally and with external mailing house (mailings for renewals, tax receipts, benefits reselection, plan member administration).
- Coordinating messenger and courier service with preferred clients.
- Provide quarterly/monthly/weekly reports to various constituents as appropriate.
- Assist with tracking and administration of information technology tasks in task management system.
- Work with team to identify, test, and implement solutions for day-to-day system issues.
- Work with team on the company's projects, process improvement activities and departmental initiatives designed to achieve higher service levels and increased productivity.
- Ability to work collaboratively with team members.
- Other duties may be assigned as required by the business.

Experience and Education, Qualifications:

- Bachelor's degree (or higher); in business administration preferred.
- Excellent data entry skills.
- Proficient in Microsoft Office applications.
- Strong team player.
- Able to multi task in a fast paced, high volume work environment.
- Demonstrated problem solving and analytical skills.
- Highly organized and efficient.
- Experience building teams at early/growth stage companies, including managing recruiting and onboarding processes.
- Knowledge of and experience with the best finance and operations practices for startup growth.
- Experience managing day-to-day finances.
- Ability to spot opportunities for improvement and see them through.
- Strong time management, goal-setting, and organizational skills.
- Bilingual (English and French) preferred.

Why work with us:

At Velacom Ltd. we don't just offer jobs, we offer careers and are an equal opportunity employer. We provide professional outsourcing services in a practical and efficient manner being fully conscious of the fact that our clients operate in an increasingly challenging business environment. As a team, we support and complement other team members and provide high quality, result oriented services. The work we do is challenging on a daily basis but immensely satisfying professionally. The colleagues we work with are friendly and one of the best in their field. With Velacom Ltd. your career takes shape in an environment that supports and encourages teamwork in a professional but relaxed manner. Each team member is a master of their own destiny having the opportunity to build their career to the highest possible level that is both, satisfying and rewarding.

Benefits:

- Competitive salary.
- Private health insurance and dental insurance plan.
- Paid time off, sick days, and vacation days.
- Work from home/Remote work(no commuting time).
- Commuting/travel assistance.
- Reimbursement of transportation and mobile communications costs.
- Flexible work schedule.
- Extensive training and resources, educational assistance.
- Your office can be anywhere. The company assist to find an office space; or to create a comfortable home office
- Corporate office equipment.
- Career Opportunities.

Salary/Bonus part/Business hours:

Full-time: 56,160 (CAD) annual. The base salary for the Business Assistant full-time position is 2,160 (CAD) paid biweekly, with additional bonuses. The bonus part based on additional tasks and experience - calculated individually. Full-time position working hours: Monday-Friday, 40 hours a week.

Part-time: 28,080 (CAD) annual. The base salary for the Business Assistant part-time position is 1,080 (CAD) paid biweekly, with additional bonuses. The bonus part based on additional tasks and experience - calculated individually. Part-time position working hours: Monday-Friday, 20 hours a week.