

Administrative Assistant

Dive into the forefront of collaborative technology on a global scale. Pinnaca enables businesses of all sizes, all around the world, to communicate and collaborate in effective and imaginative visual environments. Leveraging video conferencing technology, immersive telepresence, boardroom, desktop and mobile solutions, Pinnaca enables today's workforce to connect without time or distance barriers. What's our competitive advantage? Pinnaca solutions are wrapped with 24-hour support 7 days per week, providing the ultimate go-to customer experience.

"We're a "Best Place to Work," a "Fastest Growing Company" and "Advanced Partner/Provider," - nominated by our employees, partners and people of our communities. Pinnaca values innovators and entrepreneurs alike who thrive in a fast-paced culture. Join a team of individuals who love what they do and are committed to growing a best-in-class visual communication business

POSITION OVERVIEW

The role of Administrative Assistant will be office based and report to the Director of Business Development, North America, with guidance from the Vice President of Global Operations.

Responsible for day-to-day supervision and coordination of office activities and services, including clerical and word processing services, office communications and office supplies. Advise on the purchase of office-related equipment. Field employee inquiries/concerns and respond as appropriate.

Responsible for the maintenance of safe and sanitary conditions in the establishment, and compliance with accepted safety standards and applicable laws. Performs secretarial duties and provides administrative support to senior-level executive(s). Schedules appointments and meetings, screens telephone calls, maintain confidential records, prepares reports, initiates and answers correspondence in name of supervisor. In general relieves supervisor of administrative details where practical. Help maintain confidential records.

REQUIREMENTS

- Position requires independent Judgment, discretion and tact.
- Works under minimum supervision, using initiative and Judgment
- Excellent organization and communication skills
- Full knowledge of word, excel ,PowerPoint
- Mature attitude and ability to multitask.
- Office based 5 days per week.
- In office on customer/prospect/ partner scheduled visits.
- 90 day probationary period and evaluation position

MAJOR DUTIES & RESPONSIBILITIES

Administrative Support

- Filing , clerical , client relations,
- Acts as receptionist, providing visitors with necessary assistance and direction.
- Answering and transferring calls - responds to telephone and mail inquiries from customers, vendors and sales reps. Responds to route calls, takes messages and responds to general inquiries. Telephone must be answered during regular business hours.
- Works in coordination with Accounts Payable / receivable Team in our Toronto and US offices - receives invoices, obtains approval and attaches all relevant data and forwards to global teams for payment. Receives incoming cheques, logs, makes bank deposit and advises the Director of Accounting of all activities as they relate to banking.
- Post / Couriers management
- Asset Management - work with IT manager to ensure office assets are kept up-to-date and recorded.
- Liaising with Building & Property management
- Office maintenance.
- Stationery and supplies ordering
- Logistics Support

Sales & Marketing Support

- Sales Force and Order Form support.
- Management of "In Process" worksheet
- Creation of simple AV quotes
- Quotewerks database support
- Operations Support
- General operations support as needed
- Travel arrangements as needed
- Manage in process worksheet
- Work with PMO scheduling internal and external handover and installation calls
- Work with User Adoption on customer coordination and scheduling.
- Other activities as identified.

Event / Meeting Management

- Calendar Management - Meeting scheduling & Preparation for visitors and VIP guests.
- Team building
- Company event
- Christmas parties

Key Skills Required

- Excellent communication Skills (Written and Verbal)
- Excellent interpersonal skills
- Critical thinker
- Team Player
- Reliability