



JOB OPPORTUNITY

Administrative Support

JOB ID: OVHHire9
STATUS: Contract, Full-time (8 months)
LOCATION: Kingston, Ontario

Cambium is a successful consulting and engineering company built on quality people doing great work in a rewarding environment. It's our team that makes us unique.

And...our team is growing! We are currently seeking **Administrative Support** to join our **Administration Team**. The purpose of this position is to be a steward of Cambium's information, and to provide support for all Cambium service lines. This is achieved by providing indirect and direct assistance to internal (staff) and external clients. The incumbent will need to be flexible and adaptable, possess a positive attitude and communication style, and have a willingness to contribute to a growing organization.

JOB DUTIES

- Provide administrative support for all Cambium service lines, as directed
- Receive, screen, and redirect inbound telephone calls, e-mails, and visitors
- Maintain hard copy and digital files; ensure prompt filing of reports and correspondence
- Act as the office's first contact for staff hardware/software and cellphone maintenance/issue resolution, work with additional levels of support when necessary
- Support employee onboarding activities and ongoing administrative maintenance
- Support project start-up activities as directed
- Receive and process incoming and outgoing correspondence and courier shipments
- Support Admin Team related updates and reminders on company intranet site
- Maintain office equipment, working with service providers when necessary (e.g. photocopier, phone system)
- Maintain office supplies
- Support Health and Safety and facilities maintenance tasks locally and company wide as directed
- Support implementation and maintenance of company policies and practice
- Occasional travel and overtime required
- Other duties as required or directed

QUALIFICATIONS

- One year of experience in an administrative capacity preferred (wage to be commensurate with experience)
- A post-secondary certificate or diploma in Office Administration or equivalent is preferred



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- Strong knowledge of general office duties, with superior typing skills
- Ability to write and format moderately complex documents (letters, reports)
- Experience working with Microsoft 365 software and Adobe Acrobat
- Excellent writing skills, including proper spelling, grammar, and punctuation
- Superior time management skills, multitasking skills, and the ability to prioritize tasks
- Sound and independent judgment, reasoning, and discretion
- Ability to interpret and implement company policies and procedures
- Resourcefulness and flexibility
- Meticulous records maintenance skills
- Proven superior telephone manners and strong interpersonal skills
- Strong verbal skills to communicate with all levels of staff
- Excellent command of the English language, both written and oral
- Valid driver's license and access to a reliable vehicle required

Cambium welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

If you're interested, send us some information that helps us understand how you are the right fit for this role and for our team. Kindly forward your documents, in electronic format only, to hr@cambium-inc.com.

WHY CAMBIUM?

Our team is different. From camping trips and movie nights to company ball-hockey tournaments in the parking lot, our team likes to have a good time together.

Our team is hard-working. You'll need to be flexible and able to switch priorities frequently. Sometimes the days are long. But you are always compensated for your efforts, including a minimum 3 weeks of vacation for new, full-time team members.

Our team is proud. Flexible scheduling. Donating a portion of our net income each year to local causes and events. Winning awards. You'll find it easy to feel good about Cambium.

If you want to read about a few of the benefits of working for Cambium, check out our Careers page: <http://cambium-inc.com/about/careers>.