



JOB POSTING

Date: October 23, 2009

Expires Date: November 15, 2009

Position: Office Administrator

Department: Finance and Administration

Coach/Reporting: Finance Controller

Direct Working Relationship(s): KORE Management, External accountants, KORE customers/suppliers

Work location: Etobicoke, ON

Overall purpose of position:

To provide day to day office administration, customer liaison and internal HR services. Coordinate travel, front-desk reception and other office duties as required.

Main responsibilities:

- Perform general office duties such as ordering office supplies and phone inquiries
- Provide administrative support to Management Team
- Process and manage all customer credit requests
- Plan and coordinate travel requirements for Staff
- Maintain all Legal contracts such as Leases, NDAs, Supplier Agreements
- Update information on Salesforce.com
- Assist with HR functions such as Vacation Tracking, Payroll and Benefits Liaison

Qualifications required:

- Minimum of three years experience in working in an office administrative role
- Completed Bachelor's Degree or College Diploma preferred.
- Advance knowledge with Excel, Word and PowerPoint
- Basic knowledge with Salesforce.com
- Knowledge of basic accounting is helpful.
- Preferably have experience with HR/Finance groups.

Qualities - Personal:

Planning and organizational skills:

Self-motivated, with ability to organize and schedule events, activities and resources; sets up and monitors time scales and plans.

Communications:

Good oral and written communicator.

Teamwork:

Able to act as a bridge between KORE Finance team and customer, empathizing with customer needs, whilst maintaining necessary discipline in meeting KORE business goals

Personality:

A personality able to manage internal and external communications with senior staff, remaining professional at all times.

Qualities - Professional:

Specialized knowledge:

ACCPAC and MS-Office skills

Problem solving and analytical skills:

Capability to analyze, report and recommend actions to improve the overall function within the organization.

Qualities - Entrepreneurial:

Creativity and innovation:

Able to work on his/her own initiative

Action orientation:

Demonstrates a readiness to recommend courses of action and take the initiative to action these

Working Relationships:

Internal:

Operational management and executive staff

External:

Professional advisors and financial sources