
Office Coordinator

Montreal, QC

Overview

Our client is a dynamic and growing company offering web solutions in the field of logistics and supply chain, with an impressive list of Fortune 500 clients around the world. This company is a well-established, global leader in its industry. The team is made of energetic and cool professionals, who are passionate, agile, intelligent and great team players. Taking great pride in their work environment, the Montreal offices were designed with the employees in mind based on the belief that modern and casual atmosphere promotes creativity and collaboration. The primary role of the office coordinator will be to ensure great functioning of our client offices, act as the president executive assistant and support the HR / Admin team.

What You Will Do

Events and meetings planning

- Organize and coordinate company activities, lunch and events.
- Organize travel, meeting logistics, and provide general support for team members.

Office management

- Manage 3rd party maintenance resources to ensure a clean, efficient and organized office environment.
- Identify opportunities for continuous office improvements; present and implement the approved elements.
- Coordinate projects related to office space, organization, improvements and procurement.
- Ensure shared spaces are kept neat and tidy.
- Ensure the good functioning and tidiness of the kitchen area: supplies, appliances, coffee machine, waste and recycling, fridge content, etc.
- Track office food supply and order/buy as needed.
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Assistant to the President and Office administration

- Help onboard new employees and get them settled in.
- Act as the first point of contact for people entering the office.
- Assist HR and Administration in executing specific duties, documentation and follow-ups.
- Assist colleagues when necessary.

Skills & Qualifications

- College degree;
- Two (2) years minimum working experience as office coordinator, corporate concierge, administrative assistant or other related work experience;
- Excellent in French and English (spoken and written);
- Agile with new technologies;
- Strong sense of discretion and professionalism;
- Great interpersonal skills;
- Optimist with a positive can-do attitude;
- Highly organized;
- Self-motivated;
- Proactive;



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- Detailed oriented;
- Natural planner with cool ideas;
- Autonomous and flexible;
- The ability to juggle multiple project.

Why Join?

The organization. This company is a leader in the fields of logistics and supply chain.

The role. This player organizes and coordinates events, sees to that everything is properly done.

The people. Creative and participative - a team that supports you.

Your Next Steps

Email your resume in **word format** to ajulien@radarhh.com. Please quote **project #106721** in the subject line. radar promotes the highest standards of integrity and principles of quality, diversity, equity, and ethical practice. We thank all those who submit their résumés. Only those selected for further consideration will be contacted.