

Junior Office Administrator

About us

TGT Solutions Inc. is a premier Systems Integrator focused on helping organizations to “Profit Through Technology®” since 1996. As a proud Canadian company, we are a team of innovative professionals experiencing exponential growth. We are seeking a Junior Office Administrator to join our team.

About you

As a Junior Office Administrator, you’ll have the opportunity to provide administrative and organizational support to ensure the efficient day-to-day operation of our organization. .

Key Responsibilities

- Documentation, filing, data entry
- Respond to enquiries/requests in timely manner while liaising with vendors, customers, team members and management
- Answer general phone inquiries in a professional and courteous manner and direct phone inquiries to appropriate individuals
- Review time sheet submissions and expense reporting for all employees
- Assist with invoicing using time sheet submission information
- Assist with on call and overtime tracking
- Assist with onboarding new personnel based on direction from Office Manager
- Assist with travel arrangements for staff
- General tasks as required.

Mandatory

- Post-Secondary Education in Business, Accounting or Related Discipline
- 1+ years general Office Administration experience
- Exceptional verbal and written communication skills
- Ability to work independently and as part of a team
- Strong knowledge of Microsoft Suite (Outlook, Word, and Excel)
- Exceptional attention to detail
- Problem-solving abilities
- Strong organizational skills with the ability to multi-task

Employment Type: Full-time

Location: Stratford, Ontario

Other notes:

Only qualified candidates eligible to work in Canada and living within commuting distance to Stratford Ontario will be considered for this position.



Bringing People, Processes and Systems together to add greater value!

TGT Solutions offers a competitive compensation plan than includes a comprehensive benefits program, paid vacation, and sick days.