

**We're Hiring - Administrative Assistant**  
**Posted January 8, 2019**

Do you love helping people, organizing things and multi-tasking? Are you a proactive and direct communicator who thrives in a fast-paced environment? The Administrative Assistant role at Shared Value Solutions (SVS) may be right for you.

The ideal candidate will have strong communication and coordination skills and the ability to build positive relationships with our team at Shared Value Solutions (SVS). We are looking for a self-starter who is service-minded, is excited about working in a complex environment, can problem solve, communicate effectively, has great attention to detail and is excited to work in a dynamic team setting.

In the spirit of reconciliation and diversity, we are committed to increasing our number of Indigenous employees. Please let us know in your application if you are First Nations, Metis or Inuit.

SVS's head office is located in Guelph, Ontario, Canada.

Salary and benefits are competitive and negotiable.

<b>Job Title</b>	<b>Executive Assistant / Office Manager</b>
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Filing</li> <li>• Scheduling travel and meetings for our team</li> <li>• Meeting organization, agenda, and minutes</li> <li>• Support with troubleshooting of programs and systems</li> <li>• Assist with inventory of gear, sourcing and ordering new equipment and replacement pieces</li> <li>• Be the point person for all office operations matters</li> <li>• Oversee mail and courier services</li> <li>• Be responsible for inventory and supplies management i.e. equipment, snacks, office supplies</li> <li>• Implementation of office policies and procedures</li> <li>• Connect with and manage vendor relationships (contracts and price negotiations)</li> <li>• Monitor and label office supplies; forecasting replenishments</li> <li>• Keep kitchen areas stocked</li> <li>• Coordinate and manage v occasional onsite events</li> <li>• Assemble office equipment as required</li> <li>• Manage building issues; communication with contractors and property management, responding to alarm call, emergency support</li> <li>• Internal and external communication</li> <li>• Some assisting in processing, editing, and preparing reports and presentations</li> <li>• Other duties as assigned</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• At least 3 years of experience as an Administrative Assistant, Executive Assistant, Office Manager or similar role</li> <li>• Highly organized and flexible</li> <li>• Straight talker</li> <li>• Strategic thinker</li> </ul>

	<ul style="list-style-type: none"><li>• Responsive and committed to team and client satisfaction</li><li>• Proficient in all functions of MS Office (Word, Excel, PowerPoint and Outlook)</li><li>• Working knowledge of Google Suite and Microsoft Suite</li><li>• Detail-oriented with a high level of accuracy</li><li>• Adept researching and problem-solving capabilities</li><li>• Ability to work in a flexible, fast-paced environment to meet multiple deadlines</li><li>• Exceptional problem-solving skills under ambiguous circumstances</li><li>• Aptitude for prioritizing tasks</li><li>• Excellent interpersonal skills and verbal and written communication skills</li><li>• Some experience with IT, graphics software, and web development an asset</li><li>• Experience working in the environmental sector an asset</li><li>• Experience working in finance or sales an asset</li></ul>
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### Contact

Please send your resume via email to:

Erin Knight, HR Manager

[HR@sharedvaluesolutions.com](mailto:HR@sharedvaluesolutions.com)

### Timeline

We will continue to accept applications until we find the right candidate.

### About Shared Value Solutions

SVS is a growing consulting firm whose core business is in regulatory and Environmental Assessment support and strategy; oral history, land use and occupancy and archaeology studies; Aboriginal and private sector business partnerships; and community consultation and engagement.

We assist Indigenous and non-Indigenous communities and private sector companies in coming together to create shared value for all parties involved.

**Our mission is to “have fun, make money, do good, and do good work”.**

For more information: [www.sharedvaluesolutions.com](http://www.sharedvaluesolutions.com) and [www.facebook.com/SharedValueSolutions](https://www.facebook.com/SharedValueSolutions).

*Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status.*