



Office Administrator – Amix Port Alberni

Located at 2500 1st Avenue in Port Alberni Starting
Rate: \$50,000 per year, plus benefits Full time, on
site position.

Company Intro:

As a family-owned company founded in 1971 in the scrap metal recycling industry, Amix has since expanded into a wide range of services, including marine salvage, marine projects, marine towing and barging, concrete sales and steel distribution. The Amix Group consists of six companies providing specialized and quality service. These companies include Amix Recycling, Amix Marine Projects, Amix Marine Services, Amix Marine Salvage, Western Concrete, and Amix Steel and Surplus.

Summary:

Amix is looking for a skilled and experienced individual to fill an exciting, fast-paced position as the *Office Administrator*. This position will be based in our new Port Alberni location and will work directly with the Maintenance Manager, Maintenance and Facilities Support and the Maintenance Team.

What will the role be doing:

The Office Administrator has strong organizational and office administrative skills. The role will include front office duties and will be the first line of communication with all visitors and guests. The Office Administrator will support both Management and Maintenance teams as required and will take the initiative for improving efficiency and maintain a well-functioning office environment.

The Office Administrator will cover a variety of interactions including employees and external customers throughout the workday. The Office Administrator must maintain positive, friendly, cooperative relationships with all internal and external stakeholders and will report directly into the Maintenance Manager.

Responsibilities:

The Office Administrator will be responsible but not limited to the following:

- Greeting and assisting visitors, guests, contractors, and employees upon arrival to the office in a professional manner. Assist with providing directions, and assistance such as contractor orientation and providing Wi-Fi password, as needed. Orientation for new employees, set up SiteDocs and send paperwork to Payroll and HR.



- Responsible for the management of the company corporate travel plan including bookings, reconciliations, managing credits and reviewing of prices for recommendations.
- Scheduling equipment and personal protective equipment training, tracking certificates and expiry dates.
- Ensure daily office operations are maintained including supply ordering, maintaining office services including photocopiers, shredding. In concert with Procurement guidelines, assist with ordering office supplies and other materials and services required to ensure office supplies are stocked to optimal levels at all times.
- User administration and data entry for various applications and web platforms including but not limited to onboarding/offboarding employees, providing reports as requested.
- Safety inspections and monthly meetings, barge inspections, review for expired fire extinguishers etc. Scheduling vehicle appointments for maintenance. Ensure that the first aid room is up to date and complete.
- Coordinating the needs for the boardroom, maintaining office common areas and a clean and safe work environment. Coordinating employee parking needs and assignments.
- Supporting the operations and team's administrative needs including filing, scanning and copying of documents as needed. Assist site employees with the setting up of cell phones as applicable.
- Assist employees with set up of computer equipment, cell phones and desk phones. This includes setting up all equipment, accounts and wiping devices as required.
- Reconcile credit card statements with submitted receipts monthly. Prepare expense reports and submit them to the appropriate authorizing personnel for approval in a timely manner.
- User administration and data entry for various applications and web platforms. Weekly maintenance reports created from Helm and creates reports.
- Review and process time sheets weekly. Coordinate and ensure payroll is sent in a timely manner.
- Assisting procurement with Norming and Invoices – transfer invoices with no costs from the Office to procurement.
- Other duties as assigned.

Qualifications and Experience:

Amix is looking for a candidate with the following qualifications and experience:

- 3-5 years' experience in Office Administration or as an Administrative Assistant
- Strong communication skills (both written and oral)
- Strong computer skills specifically with the MS Office Suite
- Strong organizational skills and strong attention to detail
- Time management skills and ability to prioritize and to work under pressure.



- Capable of working independently and as part of a team
- Advanced data entry skills with high level of accuracy
- Experience with payroll is an asset
- Experience with Purchase orders and invoices is an asset

If you are a dedicated Office Administrator looking to make a positive impact within our organization, we encourage you to apply. We offer competitive compensation packages and opportunities for professional growth. For more information, please visit our website for further details.

<https://amixgroup.ca/join-our-team/>