

Receptionist / Administrative Support

The Receptionist/Administrative Support for Neomed Institute is the first contact of the Institute in welcoming visitors and responding to inquiries. He/she is also responsible for maintaining security by following procedures; monitoring the visitors' sign-in sheet and providing access cards as needed.

Main responsibilities

Couriers:

- Sign for incoming packages, envelopes and boxes from various courier services
- Prepare, package and schedule FedEx and local courier packages as requested
- Advise designated individuals for each tenant company of shipments received

Admin & Tenant Support:

- Maintaining and updating employee and NEOMED Innovation Centre tenant directories
- Advise tenant companies when their visitors have arrived
- Answering incoming calls
- Sorting and distributing incoming mail
- Reserve conference rooms in Google Calendar as requested
- Call for taxis as requested
- Process catering requests with in-house caterer as needed
- Book meetings as requested
- Obtaining necessary document signatures as needed
- Scan, photocopy and send documents as requested
- Process Office supplies order requests
- Provide support to the Neomed staff as needed
- Keep evacuation lists up to date

Finance Support

- Stamp and cross-reference incoming invoices for NEOMED
- Assist the Finance department with invoice processing, the distribution and mailing of cheques
- Complete expense reports as requested

Qualification requirements

- College Diploma (DEC) or equivalent
- Minimum 4 years administrative experience
- Excellent communication skills, both written and verbal, in English and in French;
- Excellent interpersonal and relationship building skills;
- Strong use of MS Office, including Word, Excel and PowerPoint.
- Ability to work in a team environment
- Excellent organizational & multitasking skills

Please send your resume to cleong@admarebio.com