

Office Administrator

The CGC Group of Companies designed and manufactured the first ever Hybrid Heat Pump System in the mid 1990's and now distributes this Canadian system throughout North America. We own and operate a 56,000 sq. ft. manufacturing facility in Fergus, Ontario.

The CGC Group is looking for an Office Administrator based in our Mississauga location. The successful candidate will possess strong organizational skills as well as strong communication skills. Additionally, a successful candidate will maintain a high level of professionalism while contributing to our friendly environment with their upbeat and positive attitude.

Sample of duties include the following:

- Frontline reception for incoming guests
- Answers internal and external calls
- Partners with another Customer Service Rep in the telephone management list, and Canada/US sales rep contact list
- Receives mail, cheques, and packages from couriers, shippers and vendors
- Assists in the courier shipments of confidential matters as requested by management
- Help with the troubleshooting of the new Samsung Photocopier Machine (and coordinate with Quantum for toner stock replenishment and technical issues)
- Arrange courier pickups and deliveries, both incoming and outgoing
- Manage placement orders of office supplies (Staples, U-line, Imperial Coffee, Business Cards, etc.)
- Provides assistance to the owners and managers in booking travel, dinner, and hotel arrangements, when needed
- Maintain the In/Out Board and the Visitor Board
- Any other duties as assigned
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All qualified applicants are invited to submit their resumes to: CFM@cgc-group.com

We thank all applicants for their interest in this position, however only those selected for an interview will be contacted.

www.cgc-group.com