

Bilingual Administrative Coordinator

Reference No.: 1CF9D
Language: Advanced English, Advanced French
Location: Mississauga-Ontario
Public Transit: Yes
Salary: 50K - 60K
Benefits: Included
Account Manager: Marijke Kanters
Email: resumes@nevian.com
Job Type: full time permanent

Description

The Bilingual Administrative Office Coordinator manages the Canadian Corporate headquarters office space (small office - Medical Devices) including necessary meeting spaces, medical devices demo units, and emergency stock requests for critical customers. The Administrative Office Coordinator facilitates and supports the sales team including certain pricing contracts, monitoring for RFP postings, and support of RFP responses. The Administrative Office Coordinator provides support for the North American Sales & Marketing executive leadership team (Director of Sales & Marketing; Director of Sales) and the field personnel as necessary to support overall business. This is a full time, IN OFFICE role, location Mississauga. Hours: Monday - Friday (8.30 am - 5.00 pm). Salary: 50K - 60K + full benefits & RRSPs

Responsibilities

- Assists in the completion of customer lab tenders in both English and French.
- Monitors Canadian tender websites and downloads tender documents in a timely manner.
- Provides administrative support the organization's North America's sales & marketing leadership including Director of Sales & Marketing and Director of Sales
- Answers incoming telephone calls, determines purpose of callers, and routes calls to appropriate personnel. Retrieves messages from voice mail and ensures the appropriate personnel receives them to take action and support customer needs.
- Welcomes on-site visitors, determines nature of business, and announces visitors to appropriate personnel.
- Arranges customer visits to the office with field sales including but not limited to travel logistics, office preparation, meals, etc
- Negotiates pricing, maintains appropriate stock levels, orders, receives, and maintains office supplies including kitchen supplies, packing materials, business cards, and marketing literature for field sales.
- Receives, sends, sorts, and routes general email, mail, and faxes.
- Coordinates the maintenance and supplies for demo analyzers and reagents on site. This includes coordination and planning with Sales, Field Service Engineering, and Supply Chain/Sales Administration to ensure demo units are in good working order; schedule and receive necessary maintenance on analyzers; and ensure critical reagents are kept with good dating in the office.
- Maintains office equipment.
- Provides clerical assistance with Tenders
- Troubleshoots & supports the processing of customer orders if needed
- Special projects as assigned
- Alerts warehouse of any special delivery requests
- Performs other clerical duties such as filing, copying, and scanning as necessary
- Provides assistance with trade show, symposium, and meeting coordination and logistics
- Conducts internal and external research
- Answers questions about organization and provides callers with address, directions, and other information
- Coding and approval for invoices for accounting purposes
- Responsible for facilities management

Qualifications

- High School Diploma ; CEGEP or equivalent from two-year college preferred; Paralegal Qualification preferred; Minimum 3 to 5 years related experience. Experience in Tenders handling in Canada a plus.
- To perform this job successfully, an individual should have knowledge of Database software; Internet software; Spreadsheet software; PowerPoint and Word Processing software.
- Ability to read, analyze, and interpret documents, instructions, and procedure manuals. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to a variety on audiences.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to write and speak fluent English and French.