

Job Description – Administrative Support

The Administrative Support person will assist Project Lead in implementing our Incident Management Programs to our clients.

Essential Functions

Essential functions are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summary of what the job classification involves and what is required to perform it. Administrative Support person is responsible for all other duties as assigned.

- Help to ensure successful implementation of GRO/ATLAS programs to our clients
- Help to ensure program implementation process occurs in a structured and efficient manner
- Assist Project Lead in overcoming and developing solutions to barriers to integration
- Ensure discipline is exercised with processes required for program integration (i.e.: adherence to Wrike, adherence to Implementation Guide etc.)

Knowledge, Skills & Abilities**Knowledge and Ability of:**

- Practical working experience with data entry, document management in a corporate setting
- Education: formalized education in Administration and document management skills
- Computer: skills in MS Office, and overall understanding of standard computer functioning
- Internet: skills in VOIP communication is an asset, email, cloud computing
- Social media: skilled and disciplined in email communication and an understanding of the risks and benefit regarding social media use

Ability to:

- Work well within a team environment
- Be a self-starter and work independently with minimal supervision
- Disciplined approach to document management, and tracking of activities
- Assist Project Lead in overcoming and developing solutions to barriers to integration

The work is performed under the supervision of Project Manager and Project Lead.

Minimum Qualifications

- Post Secondary diploma or degree in Business Administration
- 10 years experience in an administrative environment
- Computer (MS Office, email etc.)

Please email resumes to careers@getreadyonline.com

Thank you.