

Who We Are:

Reed Group is a dynamic, fast growing organization. We are known for being a leader in managing absences for major companies including Fortune 100 companies. We also build the software to manage the entire workflow, which is why you could easily think of us as a technology company. We also have a content business called MDGuidelines that contains the best treatment recommendations for helping an employee back to work. Right now, we are over 1,900 employees (and growing daily)!

Come make a difference in so many lives and consider this unique opportunity to step into a rewarding career as an Administrative Assistant. Helping people is what we do, and we want you to help us be our best at it.

This job offers a competitive salary with generous employee benefits, including full medical/dental/vision coverage and Pension/RSP with employer match. With a relaxed atmosphere, where jeans are the norm, sit/stand desks at every workstation and treadmill desks in our break rooms.

We have built a positive culture with a bright future and pride ourselves as a team of smart people who are interested in helping others.

Job Description – **Bilingual** Administrative Assistant

Reporting to the Director of Operations, the successful candidate will be a self starter with an eye for operational effectiveness. The candidate will contribute to the efficient absence management operations for a client team by providing administrative support to the members of the team.

Your responsibilities will included **(but not limited to):**

- Management of client mailboxes, ensuring all documentation is appropriately managed
- Preparation of documentation, including letters and reports
- Reviewing reports to ensure quality and accuracy
- Ordering of equipment
- Tracking and compiling invoices
- Management of Supplies
- Booking of meetings, managing team calendars
- Managing requests/inquiries from clients
- Investigate issues and determine root cause
- Other duties as required

Qualifications:

- Diploma/Degree in a relevant field (administrative support);
- 3-5 years of administrative experience;
- Excellent oral and written communication skills; Fluency in English and French is **mandatory** (written and oral)
- Proficient MS Office (Word, Excel, PowerPoint and Outlook);
- Strong sense of customer service;
- Manage priorities and deadlines and demonstrate flexibility;

- Ability to work under pressure with professionalism;
- Strong interpersonal skills;
- Autonomy and resourcefulness, having a creative mind while being detail-oriented