
ADMINISTRATIVE COORDINATOR

ABOUT SUCCESSFINDER

Based in Montreal, SuccessFinder is a technology company specialized in human resources. It helps companies of all sizes and industries significantly improve their agility and efficiency to recruit, develop and promote talent. In addition to its ease of use, SuccessFinder's unique and sophisticated platform helps organizations put the right people in the right roles, increasing their employees' productivity and retention rate, while maximizing their satisfaction at work.

SuccessFinder already has multiple multinational clients throughout Canada and the United States and is currently experiencing significant growth in HR Tech and 3rd generation psychometric assessments. The company can count on its strong team of PhDs in Organizational Psychology as well as its software development team to constantly refine its cloud-based platform and its predictive performance. SuccessFinder is positioned in the market as a key interface between best practices in talent analytics and machine learning.

Check out our website at www.successfinder.com

POSITION SUMMARY

The SuccessFinder team is a high-performing, engaged group of young professionals looking for a proactive, efficient, structured Administrative Coordinator who will play a vital role in the operational effectiveness that is the foundation of our growing business. Reporting to the President & COO, the Administrative Coordinator will provide essential support to the SuccessFinder team to make sure our processes and solutions run smoothly and efficiently. The Coordinator will become our key logistics point person.

At SuccessFinder, our culture fosters continuous collaboration between our different teams, such as applied research, technology and product. We are looking for someone who is passionate about working effectively with a diverse group of professionals, and who is versatile and resourceful.

Location

Montreal, Quebec

Job Type

Permanent, Full Time

MAIN TASKS AND RESPONSIBILITIES

- Contribute to our strong team culture by cultivating relationships with different teams
- Coordinate logistics of internal and external meetings, conference calls, video conferences; occasionally taking minutes.
- Help coordinate our team activities and social events – Friday happy hours/wine & cheese, pizza lunches, offsite yearly rafting, and other teambuilding activities!

- Day-to-day office management;
- Be first point of contact in our office; receive incoming phone calls for general company information or reception; respond to basic client enquiries;
- Support the team in preparing different documents such as presentations and reports – internal or client-facing;
- Optimize existing internal administrative processes such as managing workflows, internal document libraries and record-keeping;
- Managing calendar and travel arrangements for the President & COO.
- Perform all other tasks deemed relevant to this position.

SKILLS AND EXPERIENCE REQUIRED

- College degree in Administration or all other training deemed equivalent;
- 2-5 years experience in administration/coordination role;
- Perfectly bilingual – English and French; strong communication skills (speaking or written)
- Mastery of MS Office (Sharepoint, Word, Excel, PowerPoint, Adobe, Outlook); Very knowledgeable on the different functionalities and uses of these tools, able to create visual templates and use Excel to compile data;
- Ease with technology, quick learner of web-based platforms;
- A fast learner who enjoys understanding how things work across a business;
- Good at organizing tasks and prioritizing work, yet flexible in a fast-paced environment;
- Self-disciplined - Demonstrates initiative and autonomy to anticipate needs; solves problems before they occur;
- Meticulous with a strong work ethic; *particularly concerning data integrity and confidentiality;
- Customer-focused: service-oriented, always willing to be helpful, to provide support;
- A team player, ready to lend a helping hand to others and establishing ties at all levels of the company.

OTHER SKILLS CONSIDERED AN ASSET

- Experience in bookkeeping, general knowledge around accounting.

**To submit your application, please forward your resume to:
carrieres@successfinder.com**