
FULL-TIME OFFICE EXPERIENCE MANAGER

Isherwood Geotechnical Engineers is a boutique Engineering firm in Mississauga that has PEOPLE as our top priority. Because such a great portion of our lives is engaged in work, we want the experience to be enjoyable and rewarding. We want to say fun, professional and work in the same sentence. We also pride ourselves in being able to offer our clients, both internal and external, top-notch service with great attention to their needs and values.

The first person our clients meet and the familiar voice they hear when they call is of huge importance to our success. The person who fills the role of Office Manager is also who we think of as the 'Creator of First and Lasting Impressions'. It is a key role, and we are looking to fill that role with a bright individual who appreciates the importance that this job entails and who wants to bring 'office management' to a whole new level.

As we evolve into a hybrid workplace, we recognize it is vital to our culture that we create regular opportunities for people to connect with one another face-to-face in a social way. We are looking for an enthusiastic team player with a fun-loving attitude and a keen eye for detail to take on tasks related to planning and executing events such as Summer BBQ's, Food Truck Fridays, Strawberry Socials, Baby Showers, Social Nights and more.

The ideal candidate is someone who considers this role as important as we do, someone who likes the interactions, the dynamic nature of the role and customer service, who sees this role as one they could enjoy long term, not just as a stepping stone to something else, but a great destination in itself.

Job Hours: 8:30am to 5:00pm, Monday to Friday

Characteristics & Strengths:

- Great telephone manner- clear speech and excellent ability to communicate
- Ability to juggle many things with grace
- Pride in one's work- high standards and also a sense of fun
- Charm and charisma to handle situations that call for diplomacy
- Flexibility and comfort in interacting with people from all backgrounds
- Ease in working as a team
- A can-do attitude and an eagerness to learn
- The ability to handle confidential and sensitive information
- Familiarity with Microsoft Office software, particularly Outlook, Word, Excel, and Zoom.

Some Practical Responsibilities of the Job Include:

- Answering phones, directing calls, and taking and relaying messages in a timely manner
- Warmly greeting visitors, making introductions, and offering refreshments
- Receiving deliveries
- Picking up and dropping off mail at the same time each day
- Arranging for couriers and preparing packages
- Ordering office supplies and groceries
- Maintaining and coordinating bookings and calendars in a hybrid work environment
- Providing support for hybrid meetings, including Zoom Room setup - ordering food, room configuration, etc.
- Assisting with the planning and execution of office events
- Facility management: general housekeeping, scheduling service calls, maintaining office equipment and coffee machine, performing end of day office closure, etc.



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- Conducting monthly office safety inspections
- General administrative tasks as needed

What we offer:

- Competitive salary commensurate with experience
- 3 weeks starting vacation, plus 1-2 weeks Christmas break
- Up to 10% of your working hours earmarked for educational opportunities
- Health, Life, and Accidental Death & Dismemberment insurance
- Health Care Spending Account or cash top-up based on your selection

The Location:

We're located at 3-3100 Ridgeway Drive in Mississauga.

How to Apply:

When considering new hires, our priority is to find out if we are a good fit. *Good fit* means we see a match in terms of need and passions from both sides. *Please tell us more about yourself by visiting our website isherwood.to/careers and filling out our application form. We appreciate your time and effort and are excited to get to know you.*