SEARCH PROFILE

University of Toronto Asset Management
Office Administrator

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THE ORGANIZATION

Our Client, the University of Toronto Asset Management (“UTAM”) is the investment manager for the University of Toronto’s Pension, Endowment and short-term working capital assets. UTAM manages over $10 billion in assets with a team of more than 20 professionals. They invest globally across a variety of asset classes using a wide range of strategies. Their sole focus is to invest university assets. Please refer to https://utam.utoronto.ca/ for more information about UTAM.

THE OPPORTUNITY

Job Title: Office Administrator

Reports to: Chief Operating Officer

Location: Toronto, ON

MANDATE

We are excited to be assisting UTAM in a search for an Office Administrator role. The incumbent will report directly to the Chief Operating Officer (COO), supporting both the COO as well the extended operations team. This role would be ideal for an energetic, friendly individual who enjoys providing excellent customer service.

KEY ACCOUNTABILITIES

- Greet all visitors when they arrive at the office. Welcome visitors with refreshments as requested alongside coordinating and directing them to appropriate meeting rooms
- Ensure all meeting rooms are presentable, appropriately set up with technology and left in a tidy and orderly state
- Coordinate meetings as required, e.g., staff meetings, training sessions, service providers
- Process catering requests for internal and external meetings, as requested
- Collect and process incoming mail, manage outgoing mail, coordinate various courier services
- Track inventory of office supplies, order when necessary, receive and check deliveries, and store appropriately
- Coordinate office services requests with premises property management
- Maintain vendor contact information
- Obtain sign off for corporate mobile phone and conference line usage
- Aid in the compilation of expense reports for designated staff
- Prepare support for verification and reconciliation of corporate credit card statements
- Assist in research and booking of travel arrangements, coordinate change of schedules and manage cancellations, support scheduling of out-of-town meetings (locations, travel time/distance), prepare and maintain travel itineraries, as required from time to time
- Maintain staff absence records; obtain staff and supervisor sign off of formal staff absence records; provide required management reporting
• Provide support in the preparation of documents and presentations; type or edit presentations, memos, minutes, notes, etc. (Word, PowerPoint, basic Excel or charts/tables)
• Complete any required scanning, photocopying, binding, printing and data input; also scan relevant hard-copy presentations received (with notes), and save in appropriate network or document management location
• Prepare instructions for payment of certain expenses, obtain internal approvals and authorizations
• Assist in monitoring personal trading activity by staff, and support gifts & entertainment reporting
• Assist in the maintenance of service contracts and agreements for recordkeeping purposes
• Coordinate off-site record retention management
• Undertake any tasks or projects as identified from time to time

CANDIDATE PROFILE & QUALIFICATIONS
• At least 5 years of relevant experience
• University or college graduate, preferably in English, Business or Communications
• Proficiency in Microsoft Office applications, particularly Outlook, Word, Excel, and PowerPoint; superior keyboarding skills
• Strong interpersonal skills and effective communication abilities, both written and oral
• Able to maintain a high level of confidentiality to sensitive information and address situations in a professional manner
• Attention to detail and accuracy
• Personable, professional, energetic, enthusiastic and diligent

COMPENSATION
Competitive compensation package in the form of salary, annual bonus, vacation allowance, and a flexible working environment. In addition, UTAM offers a comprehensive benefits package, including a defined-benefit pension plan.

APPLICATIONS
To apply, please send your resume in Word or PDF format to Subuhi Abubaker at sabubaker@optimumtalent.com

Copy and Paste the following job title and code and place it in the subject line of your email so we can identify the job and confirm receipt of your application:

A019116 (AHPF-178018) Office Administrator - Toronto (OTIAPPLY)