



**Fire Safety Solutions Canada Ltd. is looking for candidates to perform the following duties:**

**Coordination Admin**

**Location:** Onsite - 30 Macintosh, Unit #1, Concord ON, L4K 4P1

We are looking for an organized, analytical administrative coordinator, with exceptional communication and problem-solving skills to handle office duties and admin-related operations. In this role, you will field interdepartmental communications, perform office tasks, respond to communications, and oversee all administrative tasks for the company.

To ensure success as an administrative coordinator, you should be committed to providing attentive support for internal and external parties and be skilled at various office tasks. Top-notch administrative coordinators are courteous, proactive, and well-organized professionals who bring creative solutions to administrative problems.

**Job Description:**

- To ensure that all operations administration processes are followed and boxes are checked prior to executing work in order to deliver critical information to the field and to our clients for business process and execution.

**Deliverables:**

1. To ensure all paperwork and systems are updated daily
  - Update all assigned tasks daily for Smart Service and Ifleet
  - Achieve 100% job exceptions as per SOP each day
  - Ensure 100% field job check-in and closeout
2. Liaise between coordination team lead and operations supervisors.
  - Achieve daily targets for administrative tasks
  - Ensure report out to the Coordination team lead
  - Ensure all operations admin SOPs are followed
  - Handling basic office duties, such as answering and routing phones, responding to emails, data entry, and reporting.
  - Answering questions and finding information for employees, vendors, clients, and lenders.
  - Supporting employees by facilitating interdepartmental communications and interactions between internal and external parties.

**Skill Set & Experience Needed:**

- Minimum three (3) years experience in an administrative role
- Attention to detail a must
- Winning attitude
- Strong task and time management skills
- Creativity and strong problem-solving skills.

**ROP:** \$40k-50k/year

**Note:** We highly encourage applications from people with disabilities.