

**A. Position**

Job Title	<b>Office Administrator</b>
Supervisor	Director of Client Strategies
Status	Full-time, permanent

At **aasman**, the Office Administrator (OA) is responsible for all routine administrative chores. You will manage inventory, ensure that consumables are replenished, arrange for the maintenance and repair of equipment and negotiate prices with office supply vendors. You must be able to talk to clients and direct visitors, answer phones and discuss problems with other staff members. Some media coordination is also required. You will receive advertising requests from clients, develop media plans as needed, submit insertion orders, make placements and follow up with appropriate invoicing. From time to time, you will also provide team support with coordination of print production processes. You need strong organizational and computer skills to deal with budgets, Word processing, and desktop publishing. You must work well with other people.

**B. Context statement**

**aasman** (AAS) is a full-service brand communications agency providing integrated communications solutions of all kinds to our clients, from brand clarification to identity systems, media planning, developing and producing advertising campaigns, marketing and communication materials, display materials and web design and development.

Our in-house services encompass the full range of agency activities, including strategic planning, project management, media planning and placement, creative development, content generation, production, impact measurement and analysis. We work with free-lance writers, photographers and other content providers on an as-needed basis. On larger projects, we partner with market research consultants and member agencies of our Trans-Canada Advertising Agency Network.

**C. Job summary**

Reporting to the Director of Client Strategies, the **Office Administrator** (OA) has three distinct responsibilities:

1. General **reception duties**, such as answering and directing general phone calls, receiving and directing visitors, clients and suppliers, and monitoring and maintaining public access and kitchen areas (*approximately 15% of available time, or 6 hours per week*);
2. Managing all routine **administrative functions**, such as scheduling and taking minutes at internal meetings, providing coordination and clerical support for agency pitches and day-to-day projects, arranging for the supply, maintenance and repair of office furnishings and equipment, managing an inventory control system, negotiating prices and re-supply with office supply vendors, sorting and distributing incoming mail, making bank deposits, and managing all aspects of out-going mail and deliveries (*approximately 50% of available time, or 20 hours per week*);
3. Planning and managing aspects of **media buying**, coordination, and invoicing, including contributing to media and advertising planning, managing approved client media buying, coordinating media services such as managing studio input on desktop publishing services and Canada Post Bulk mailouts for client projects, conducting general media research, providing some coordination services on other projects as necessary, verifying 3rd party media invoices against requisitions, and preparing and processing invoices to clients for services (*approximately 35% of available time, or 14 hours per week on average*).

The ideal applicant is outgoing and enthusiastic, self-motivated, highly organized, pays attention to details, demonstrates initiative and works well under deadline pressures. While able to work independently with little supervision on the immediate task at hand, the ideal candidate is particularly enthused about working within the collaborative environment of a team dynamic, pursuing larger goals and purposeful outcomes.

## **D. Main Duties**

### **1. Office routines**

- the OA must familiarize themselves with our integrated management system software, entering relevant data and producing documentation as necessary
- prepare and distribute correspondence as required, by email and letter mail
- assess office supplies, studio supplies and digital print production supplies and administer an inventory control and purchase system with relevant supplier contact information
- maintain and update an orderly file system for both internal and client project files
- schedule, moderate and record internal staff meetings
- pick-up and deliver client files, project content, printers' proofs and final printing
- make bank deposits as required
- supervise and monitor internal recycling program
- coordinate staff activities, including special events, farewell breakfasts, birthday cakes, ski and/or canoe days

### **2. Reception**

- answer general calls by responding to inquiries, forwarding to or paging intended recipients
- greet visitors, clients or suppliers, and direct them to waiting area or **aasman** contact
- monitor state of reception, conference room and refreshment areas

### **3. Mail**

- daily receipt, sorting and distribution of incoming mail
- monitor out-going mail, including invoices, statements and payments, and post daily
- package items for courier, fill out waybills and make shipping arrangements
- manage Canada Post bulk mail-outs for client jobs, including online and hardcopy paperwork (statement of mailing, delivery slips and labels), making payments, track invoicing

### **4. Advertising buying services**

- preparing and summarizing information on services required for a project
- preparing comprehensive media schedules and draft budgets
- working directly with clients, as necessary
- issuing, monitoring and filing media broadcast and insertion orders
- processing of digital advertising files; radio, television, web and other media ads, signage, etc. to the appropriate media supplier
- taking the training to become a Google certified partner
- actively managing the renewal of advertising programs for client projects

### **5. Media cost verification and accounting**

Acquiring, collecting, authenticating and processing media invoices by:

- managing an efficient, prompt and timely collection process for all invoices, tear-sheets and contracts from media
- verifying all media affidavits against insertion and broadcast orders
- entering detail and posting invoices to the accounting system and promptly processing invoices, tear sheets, affidavits, etc. to clients

### **6. Other related duties**

- seeking and monitoring client feedback on an ongoing basis
- participating in the development of — and managing — project schedules
- coordinating the proofreading of project materials/products and coordinating proofs to clients
- coordinating materials to printers, media, Canada Post and clients
- working with project teams in a support role, when possible

## **E. Job Knowledge and Skills**

### **1. Good knowledge of general office practices and procedures**

- knowledge operating conventional office equipment
- knowledge and experience in use of Microsoft Office, Adobe Acrobat, web browsers, and page layout software
- knowledge and experience in inventory control procedures

- knowledge and experience working on fully integrated server-based systems
- good working knowledge of bookkeeping systems and procedures is an asset
- experience working on Apple computer systems an asset

**2. Good to excellent oral and written communication skills**

- strong research skills
- accurate reporting skills
- ability to communicate requirements clearly and accurately
- meticulous attention to spelling, grammar and numbers

**3. Knowledge of media planning processes**

- core familiarity with advertising placement/insertion order process and accounting
- knowledge and experience working with database management software
- knowledge and experience in mail-merge procedures

**4. Good organizational skills**

- ability to juggle multiple projects while meeting demanding deadlines, producing high quality work and projecting a positive attitude
- ability to prioritize workload and tasks and to communicate relevant details to the team

**5. Strong interpersonal skills with clients and staff/team dynamics**

- ability, desire and willingness to work as an active and contributing member of a team
- ability to work collaboratively
- ability to communicate enthusiasm for a project or an idea
- ability to boost team or client morale and focus activity when required

**6. Other**

- valid Yukon driver's license

**F. Education and Experience**

A minimum of 2 years combined experience and education in business administration or media coordination is desired for this position. We will also consider applicants with Communications or Marketing experience/education.

**G. Assets**

- background or participation in the arts (fine arts, creative writing, photography, drama, etc.)
- fluency in other languages apart from English, especially French
- voracious reader, traditional or online; preferably both
- participation on some level in the social media space
- insatiable curiosity