



Administrative & Resilience Coordinator

Saguenay - Full-time - 744000031183291

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Reporting to the Studio Resilience Manager, the *Administrative & Resilience Coordinator* will perform administrative duties supporting the organization's various fields of activity. They will carry out administrative, operational and organizational resilience duties in adherence with specific guidelines and procedures.

Responsibilities:

The main tasks:

- Ensure front desk duties are efficiently carried out:
 - Answer calls;
 - Greet visitors;
 - Coordinate the receipt and dispatch of letters and parcels;
- Resolve simple day-to-day issues and carry out assigned tasks
- Respond to employees' inquiries and handle daily requests
- Perform all administrative duties related to the delivery of the various activities
- Collaborate with team members to document and enhance existing procedures
- Support updating and maintaining Crisis Management and Business Continuity Plans and procedures
- Contribute to specific resilience projects or initiatives within the department
- Support health and safety making sure our studio is compliant with all H&S regulations
- Updating office manual and keep all other office documents and records up to date
- Perform all other related duties

Full-time, daytime position, duties must be carried out in person 5 days a week, hybrid work is not possible.

Skills

- Customer-oriented
- Good organizational skills
- Good communication and interpersonal skills
- Demonstrate rigor in administrative follow-up
- Able to manage several initiatives at once

- Has a sense of urgency

Knowledge

- Good working knowledge of Microsoft Office Products
- Basic knowledge of project management is an asset

Education:

- College diploma (DEC) or an equivalent course of study.

Relevant experience:

- One to three year's experience in a coordination role or another relevant field.