

Office Manager / Executive Assistant
Redbrick Communications Inc.

Company Profile

Redbrick Communications is a respected provider of strategic communications and public relations consulting services. Founded in 2002, Redbrick provides services and training to a broad range of public and private sector clients. Our portfolio includes work for prominent companies, law firms, governments, associations, universities and not-for-profit agencies.

Redbrick has developed a reputation as a boutique PR firm with an emphasis on public affairs and corporate communications that provides exemplary service in a positive work environment. We are based in the Port Credit neighbourhood of Mississauga.

Position summary

Redbrick is searching for a candidate who can provide a range of administrative supports so that our busy consulting practice runs smoothly. This is an in-person position. We are open to flexible, part-time work hours for the right candidate.

Responsibilities

- Processing accounts payable and receivable.
- Purchasing and supplier management.
- Managing and tracking invoicing.
- Managing payroll.
- Coordinating responses to new business inquiries, scheduling training sessions, supporting occasional travel logistics, etc.
- Assembling materials for meeting, presentations and training programs.
- Filing, photocopying, office organization and management.
- General administrative support, as required.

Skills

- Trustworthy and reliable.
- Excellent organizational skills and attention to detail.
- Proficiency in Microsoft Word and Excel.
- Proficient in invoicing platform such as QuickBooks, FreshBooks or similar.
- Ability to work independently and take initiative.
- Previous experience working in a professional office environment – consulting/agency experience is a plus.
- Strong project management skills. Knowledge of project management platforms is also a plus.

Please apply to:

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E-mail: hr@redbrick.ca

Website: www.redbrick.ca