



An innovative company with an entrepreneurial spirit, Armatec was established in London, Ontario, Canada in 1997. In the last 20 years Armatec has established itself as a significant player in the defence survivability market. Our products are instrumental in saving soldiers' lives around the world and we continually strive for innovation and product excellence.

Armatec is looking for a professional with passion, energy and initiative who wants to join our team. The successful candidate will have proven experience with a desire to think outside common boundaries and an appetite for growth. Key requirements for the individual looking to join our team of cultural high performers is a team player with excellent listening and inter-personal skills, the ability to empower your team and foster inter-departmental synergy.

Armatec prides itself on the highest standard of ethics and compliance to our values, our mission and vision; all key to the future innovation and growth of our company.

Do you have what it takes to provide guidance and mentorship in this fast moving and high tech environment?

Position Title: Administrative Assistant

Location: Dorchester, Ontario

General description:

We are looking for a mature, professional, self-starting, responsible and experienced Administrative Assistant for our customers and employees, in a busy, dynamic environment. Due to a very high level of visitor traffic, the demands on the front desk are, at times, extremely high. We require a dynamic, enthusiastic professional who excels under pressure and functions well in a challenging environment.

Prerequisite Skills and Qualifications:

- College diploma in Business Administration preferred
- Professionalism and confidentiality a must
- Minimum 5 years related experience
- Strong knowledge of general office procedures involving procurement, travel arrangements, budget management, reports, etc.
- Excellent written and verbal communication: Superior telephone manners and strong interpersonal skills
- Ability to communicate with all levels of the Executive team
- Communication skills in French and German would be an asset
- Superior time management skills, multitasking skill, and the ability to prioritize tasks with minimal supervision
- Ability to interpret and implement Company policies and procedures
- Professional, responsive and positive work attitude is essential
- Resourcefulness and flexibility
- Superior typing and computer skills
- MS Word, Excel and Power Point are essential
- General mathematical and budgeting skills
- Excellent people and problem solving skills
- Able to maintain filing systems and basic databases
- Ability to contribute effectively in a team environment
- Ability to work independently

Essential Duties:

- Provide direct administrative support to Executive Coordinator
- Assist with the logistical aspects of Executive team programs, such as meetings, seminars, workshops, special projects and events
- Receive and screen all inbound telephone calls, emails and visitors, refer and/or redirect calls, emails or visitors as applicable
- Ensure Security measures are enforced at all times with respect to visitors
- Working in conjunction with Security Officer on visitor and new hire administration
- Direct Customers and visitors in a professional manner to the appropriate department representatives
- Assist with ordering lunches and preparation of refreshments for guests and/or Management meetings
- Maintain adequate office supplies and monitor use
- Monitor in-house store inventory and order items are required
- Update/maintain current Excel spreadsheets
- Assisting other departments with MS Office documents/spreadsheets/presentations
- Mail/fax sorting and distribution
- Organization/booking boardrooms
- Travel arrangements as required
- Participation in Social Committee
- Comply with Company Health & Safety rules and regulations in accordance with the Act
- Other duties as required

Armatec offers a competitive compensation package with a comprehensive, flexible group benefits program.

Qualified candidates may apply to: hr@armateconline.com. Please include position title in e-mail subject line. We thank all who apply, but only applicants selected for an interview will be contacted.

Equal Employment Opportunity

Armatec is committed to Employment Equity, welcomes diversity in the workplace, and encourages applications from all qualified individuals.