



AGSI



13029 Steeles Ave.
Halton Hills, ON L0P 1E0

phone (905) 876-0700

fax (905) 876-3973

toll free (866) 274-2474

www.agsi.ca

AGSI RECEPTION & ASSISTANT

To represent and project AGSI's leadership and professional company qualities in your daily activities. Your activities are focused on interpersonal, phone, written and action-based interactions with AGSI customers, prospects, and employees. Amongst other items, you will provide primary administrative support to AGSI employees and contractors. Duties include general clerical, receptionist, project administration and technical based work as well as daily light housekeeping duties. This role also has involvement on both of AGSI's Social and Health & Safety Committees. Business casual to business is the appropriate style of clothing for this position.

Primary Responsibilities, include:

- This role is many times a first point of contact for clients, prospects, public, dignitaries and business executives, as such you must project a positive, sunny attitude towards life and your role within AGSI
- Answer telephones professionally, screen out marketing and employment agency calls and transfer business calls to appropriate staff members. If the desired staff member is unavailable, take messages and ensure they receive them.
- Coordinate government funding for job staffing positions
- Create and modify documents using Microsoft Office Suite products
- Perform general clerical duties to include but not limited to: photocopying, faxing, and mailings
- Maintain hard copy and electronic filing system for legal documentation
- Sign for and distribute courier packages
- Research, price, and purchase office furniture and various office supplies when needed
- Work with the Chief Security Officer as requested with staff office space, phone systems, office keys, and the alarm system
- Coordinate and maintain records for company vehicles, including checking the odometer for oil changes, regular licensing and seasonal tire changeovers
- Setup and coordinate meetings and conferences
- Know the Executive staff weekly schedules
- Coordinate with Bookkeeping and Management of All Staff's vacation schedules
- Support staff in assigned project-based work
- Coordinate travel arrangements for AGSI staff
- Coordinate trade shows with Director, Creative or other staff as assigned
- Other duties as assigned

Additional Responsibilities, include:

- Daily light housekeeping duties see below
- Provide office orientation for new employees
- Setup accommodation and entertainment arrangements for company visitors
- Pickup of office materials such as paper, groceries, etc. as well as ensuring there is a full selection of all types of beverages available for clients and staff. Please note this includes both non-alcoholic and alcoholic beverages.
- Work with AGSI's selected Charities and Sponsorships



AGSI



13029 Steeles Ave.
Halton Hills, ON L0P 1E0

phone (905) 876-0700
fax (905) 876-3973
toll free (866) 274-2474

www.agsi.ca

Daily Light Housekeeping Duties, include:

There is a regular AGSI cleaning service that occurs twice within a weekly basis. The following tasks are to be done to ensure AGSI projects a professional image and has a clean, safe working environment. These duties are to occur whether caused by employees and / or clients to maintain a professional workplace environment.

1. Morning Tasks

a. Upper Boardroom

- i. Remove all dishes and cutlery from area to kitchen for clean up
- ii. Remove all remaining documents and / or papers
- iii. Wipe the boardroom table clean
- iv. Reset all chairs into the boardroom table
- v. Remove garbage.

b. Lower Schoolhouse Area

- i. Collect and wash all dishes, cutlery, pots, etc.
- ii. Put away all dishes, cutlery, pots, etc.
- iii. Collect all garbage, including washrooms, in a large bag and put into outside trash bin
- iv. Remove all recyclables into a blue recycle bag and put into outside recyclable bin
- v. Ensure clean hand towels, both paper and cloth) are in the washrooms
- vi. Ensure all counter tops in schoolhouse area are wiped down

c. Location Warehouse Area

- i. Collect and wash all dishes, cutlery, pots, etc.
- ii. Put away all dishes, cutlery, pots, etc.
- iii. Remove all dishes and cutlery for clean up and remaining documents and paper from lower board room
- iv. Wipe down lower boardroom table and reset chairs

2. Evening Tasks

a. Complete Halton Hills Office

- i. Start Dishwashers on delay mode
- ii. Care for and water plants as required

Knowledge and Skill Requirements, include:

- Communication is key in this role, including:
 - Written – letters, email, fax covers, etc.
 - Verbal – interpersonal, business, and phone
 - Social Media
- Confidentiality is of utmost importance. This is a high-tech company and in this role you are not to be repeating anything directly told or overheard from the executives. No discussion of any items other than those that are published as our marketing materials or on our websites. In addition, always represent the values of AGSI in and out of your office discussions.
- Excellent typing skills required
- Time management, initiative and organization skills are a must
- Full G or G2 Ontario level driving licence or other Province / Territory driving level equivalent
- Ability to learn new technical process and carry them on independently as requested

Please send resume by email – careers@agsi.ca