

Job description: Administrative assistant/ Office coordinator

Location: Markham, Ontario

Employment Type: Full-Time

About GenCore

At GenCore, we deliver innovative, sustainable, and technically advanced solutions across the utility, energy, and industrial sectors. We are currently seeking an administrative assistant/ Office coordinator to join our growing team. This role is an excellent opportunity for a motivated new graduate or an early-career professional looking to gain experience in a dynamic and fast-paced work environment.

Key Responsibilities:

Reception & Communication

- Answer and direct incoming phone calls and monitor the general office email inbox.
- Greet visitors and vendors professionally and ensure they are directed to the appropriate staff.
- Receive and distribute mail, deliveries, and courier packages.
- Support coordination of internal and external communications as required.

Administrative Support

- Assist in maintaining office supply inventory, ensuring adequate stock levels, and keeping storage areas organized.
- Support document management including scanning, filing, and maintaining company records.
- Help prepare reports, binders, and meeting materials as directed.
- Assist in booking travel arrangements such as flights, accommodations, and vehicle rentals.
- Support project and proposal teams by formatting documents, reports, and presentations according to company standards (Word, Excel, PowerPoint, PDF).

Office Coordination

- Support organization of company events, meetings, and team functions.
- Coordinate with building management and service providers for cleaning, maintenance, and office repairs.

- Ensure the refreshment stations are stocked, clean, and ready for daily use; coordinate refreshments for staff and visitors as needed.
- Provide general administrative support to project teams and management as needed.

Qualifications:

- College diploma or university degree in Business Administration, Office Administration, or a related field (asset).
- Strong verbal and written communication skills.
- Proficient in Microsoft Office (Word, Excel, Outlook, PowerPoint).
- Professional, courteous, and dependable with excellent organizational skills.
- Ability to manage multiple tasks and prioritize in a busy office environment.
- Eagerness to learn and willingness to take on additional responsibilities as needed.

Why Join GenCore Utilities:

- Opportunity to grow within a leading utility services company.
- Collaborative and supportive team environment.
- Exposure to engineering and project management operations.
- Competitive compensation and benefits package.