

Office Coordinator, Calgary

Our Company

Gentherm Global Power Technologies (GPT) is the world's leading manufacturer and distributor of Thermoelectric Generators (TEG's) and a leading supplier of Remote Power Systems. The Company's products are used extensively in the oil and gas industry as well as for telecommunications, security and surveillance and military applications. With sales into 50 countries, GPT has been providing reliable solutions for critical remote power applications around the world since 1975.

We are looking for an energetic and dedicated individual to join our GPT team. You will be a part of a positive, respectful environment where we take genuine pride in all that we do and are passionate about ensuring the success of our customers and our employees.

Job Purpose

The Office Coordinator position reports to the Inside Sales Manager and is responsible for providing customer service, reception, office and clerical services.

Duties

- Greeting, assisting and directing visitors at the Reception area.
- Receiving, directing and relaying all company telephone calls, email and fax messages
- Assisting the Inside Sales Department with the data entry of Customer Orders.
- May assist marketing with print materials using Adobe In-Design.
- Provide word-processing, data entry and administrative support to executive team and management as required.
- Assist in the planning and preparation of meetings, lunch and learns, conferences, trade show events and conference telephone calls.
- Manage companies corporate travel plan as welling as booking travel for guests and employees.
- Collecting and delivering mail including interoffice mail between Calgary and Bassano locations and managing courier services as required.
- Serving as the key point of contact for the building security system.
- Visa and petty cash reconciliation.
- Maintaining the general filing system and filing all correspondence, electronically or otherwise as applicable.
- Maintaining an up to date internal documents such as the employee contact list.
- Leading the Social Committee.
- Making preparations for Social Committee meetings and corporate events.
- Maintaining an adequate inventory of office supplies (including beverages supplies) which may include travelling locally for shopping trips.
- Daily tidying and organization of the kitchen and all coffee stations.
- Coordinating the repair and maintenance of office equipment.
- Learning the company product offerings in order to best direct and serve customers.



- Performing other related duties as required.

Qualifications

- 1+ years' experience in a corporate office environment
- Intermediate to advanced skills in MS Office Suite, especially Excel.
- Adobe Creative Suite skills are an asset.
- Fluent and advanced skills in both written and spoken English communication.
- Post-Secondary Education in Business Administration or related program.
- Event planning experience is a strong asset.
- Strong customer service skills and accommodating demeanor is a must.
- Respectful - possess cultural awareness and sensitivity.
- Strong work ethic and sense of initiative.
- Highly organized with a strong ability to multi-task.
- Valid Driver's License.

What We Offer

At Gentherm Global Power Technologies we care about the personal job satisfaction of our employees. We recognize the wide variety of factors that contribute to this satisfaction and encourage work life balance. Along with competitive compensation and benefits packages, we offer a respectful work environment, one which provides our employees with valuable learning experiences and career growth opportunities.