



JOB OPPORTUNITY: OFFICE COORDINATOR

Redpoint Media Group has an immediate opening for an organized, energetic, and outgoing Office Coordinator in our Calgary office.

The Office Coordinator is the first point of contact for RedPoint, in person, over the phone and via the general email address. This individual provides reception and administrative support to our dynamic company and occupies a key role within our company. If you like juggling multiple priorities and being busy almost all the time, this is the job for you! This full-time position reports to the Human Resources Manager. Office hours are Monday through Friday, 8:30 am – 5:00 pm. Job responsibilities include, but are not limited to:

- Greeting guests in person and over the phone to RedPoint in a professional, friendly manner; responding to email inquiries and directly appropriately;
- Managing incoming and outgoing mail;
- Maintaining reception area, magazine display and archives;
- Assist with maintaining archives, stock rotation;
- Ensuring recycling area is organized;
- Maintaining and ordering office supplies;
- Maintaining overall office organization, including washroom & coffee re-stocking.
- Preparing cheque register daily;
- Maintain local Intranet, and train new users.
- Coordinating shipping and receiving;
- Maintaining boardroom bookings and ordering catering as needed;
- Assisting the Human Resources Manager with office management and social events.
- Maintain local Intranet, and train new users.
- May be asked to assist other managers in all areas of the company.

QUALIFICATIONS:

- Two to three years' experience in a reception / administrative role. Busy office or hospitality experience essential;
- Ability to work in and enjoy stimulation in a fast-paced environment with constant multi-tasking; must take pleasure in accomplishing many achievements daily.
- Exceptional organizational skills; able to maintain a tidy workspace;
- Excellent telephone and interpersonal skills
- Good knowledge of general office procedures;
- Self-starter, must take initiative during downtimes in the business cycle;
- Friendly, helpful and professional in interactions with visitors and fellow staff;
- Intermediate level user of Word, Excel, Outlook Express;
- Must be in good health and able to lift items weighing up to 30 lbs.

RedPoint Media Group Inc. is one of the largest independent magazine publishers in Western Canada. A leader in our industry, we publish award-winning magazines such as *Avenue*, *CalgaryInc*, *up!*, *Wine Access* and *West*, as well as publications for businesses, arts organizations and other clients.

Please visit www.redpointmedia.ca for more details about our exciting company. We provide a fun work environment with a vibrant atmosphere, plus the following:

- Young, diverse, creative staff
- Regular staff parties
- Free parking at our office in Ramsay
- Subsidized health and dental benefits, including a health care spending account
- An option to purchase a fitness membership at reduced staff prices at Talisman Centre.

To apply for this exciting position, please send your resume and salary expectations to Jackie Bernard, Human Resources Manager, jbernard@redpointmedia.ca by Wednesday, November 26, 2008.