

## **ADMINISTRATIVE ASSISTANT/TRAVEL COORDINATOR**

*Founded in 1996, Select Tool is a leading manufacturer of high quality and innovative solutions to valued customers worldwide. We are a full-service provider of Automation, Special Machines, Turn-Key Productivity Systems, Specialty Tooling, and Checking Fixtures.*

*We control our value chain from concept to completion, thus offering many professional development and personal growth opportunities to our team members, as well as greater value and capabilities for our customers.*

*We value our team members, which is why we offer excellent wages, comprehensive benefits & RRSP program along with a great work environment, clean and modern facilities, and a driving desire to continue to be the best at what we do.*

### **Job Description**

The Administrative Assistant/Travel Coordinator will provide general office support with a variety of clerical activities and related tasks including but not limited to travel and sales across multiple plants.

**Reporting to:** COO

### **Primary Duties & Responsibilities**

- Greet persons entering organization.
- Coordinate general office administration.
- Work with sales to book travel as well as assist in administrative work.
- Work with Program Managers to book service trips including; preparing itineraries, customs/border letters, booking flights and car rentals/shuttles.
- Provide 24-hour support to employees on service.
- Manages all company travel cell phones.
- Other duties as required by Select Tool Management.

### **Skills & Experience**

- Operate with a high degree of professionalism, and attention to detail.
- Strong organizational skills.
- 1 year of experience in an administrative role is an asset.

### **Requirements**

- Valid Driver's license
- Excellent verbal and written communication skills
- Minimum High School Diploma
- Post-Secondary education or equivalent combination of education, training or experience

### **Accessibility**

Select Tool is committed to fostering a positive work environment and empowering its employees. Select Tool encourages applications from all qualified applicants and provides accommodations for applicants with disabilities. Please contact [hr@selecttool.com](mailto:hr@selecttool.com) if you require an accommodation during the recruitment process.