

Vlocity - Office Administrator:

- Ensure a well-organized and efficient office environment, while managing office supplies.
- Handle internal and external communications, including emails, phone calls, and inquiries.
- Schedule and coordinate meetings, conferences, and company events.
- Prepare meeting agendas and necessary materials.
- Assist in the recruitment process by posting job openings, screening resumes, and coordinating interviews.
- Facilitate new employee onboarding, ensuring a smooth transition into the company.
- Maintain accurate and up-to-date employee records, including personal details, attendance, and performance evaluations.
- Assist employees with inquiries related to benefits and ensure accurate enrollment and administration of employee benefit programs.
- Implement and maintain company policies related to employee conduct.
- Coordinate training programs for employees to enhance their skills and knowledge.
- Track employee attendance and leave requests.
- Generate and issue invoices for services provided to clients.
- Assist in processing payroll, including verifying records, calculating wages, and ensuring accurate disbursement.
- Process and record bills from suppliers and vendors.
- Monitor and follow up on outstanding payments from clients.
- Record payments received against invoices.
- Prepare financial reports as requested.
- Provide financial information to support decision-making processes.
- Track and categorize business expenses, ensuring proper documentation and compliance with financial regulations.

Resumes to be sent to admin@yolocity.ca