

Dosecann is a state-of-the-art manufacturing facility with the primary goal of bringing the best cannabis innovations to domestic and international consumers across medical, natural health and recreational market segments.

Office Administrator

Reports to CEO

Objectives:

- To organize and coordinate administration duties and office procedures
- Create and maintain a pleasant work environment, ensuring high levels of organizational effectiveness and communication

Responsibilities (will include but will not be limited to):

Serve as the point person for the office

- Partner with HR to update and maintain office policies as necessary
- Answer Phones
- Organize office operations and procedures
- Handle incoming and outgoing mail, couriers etc.
- Coordinate with IT department on all office equipment
- Ensure that all items are invoiced and paid on time
- Manage contract and price negotiations with office vendors and service providers
- Manage office G&A budget, ensure accurate and timely reporting
- Provide general support to visitors
- Assist in the onboarding process for new hires
- Address employees' queries regarding office management issues (e.g. stationery, Hardware and travel arrangements)
- Liaise with facility management vendors, including cleaning, catering and security services
- Plan in-house or off-site activities, like parties, celebrations and conferences

Skills/Prerequisites:

- Proven experience as an Office manager, Front office manager or Administrative assistant
- Knowledge of office administrator responsibilities, systems and procedures
- Proficiency in MS Office (MS Excel and MS Outlook, in particular)
- Hands on experience with office machines (e.g. fax machines and printers)
- Familiarity with email scheduling tools, like Email Scheduler and Boomerang
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills

- Strong organizational and planning skills in a fast-paced environment
- A creative mind with an ability to suggest improvements
- College or University Degree (Business or Marketing)
- Additional experience as an Administrative assistant or Secretary will be a plus
- Effective time-management skills and ability to multi-task.
- Ability to work in a fast-paced, changing and challenging environment.
- Good organizational skills
- Excellent oral and written communication skills
- Strong attention to detail

To Apply:

Please send your cover letter and resume to: Allan Arsenault at careers@dosecann.com. We thank all applicants for their interest in working with our growing company. Only those invited for an interview will be contacted.

****Dosecann is an equal opportunity employer.***