



OFFICE ASSISTANT/RECEPTIONIST – FULL-TIME POSITION

With over \$6 billion of capital raised across the ARC Energy Funds, ARC Financial Corp. is Canada's largest energy focused private equity manager. ARC is seeking an enthusiastic individual to join the Company in the role of Office Assistant/Receptionist. The successful candidate will have the opportunity to work within a dynamic and professional environment and be a part of a leading, energy-focused private equity investment firm that has a challenging, fast-paced, multi-dimensional and growing business with a long-term focus.

Reporting to the Administration Manager, the successful candidate will provide unparalleled customer service to our internal and external customers. This is an excellent opportunity for someone who is looking to develop their administrative skills and gain valuable experience in a corporate setting.

Responsibilities include but are not limited to the following:

- Administrative office support which may include preparing and editing correspondence, communications, presentations, organizing schedules and meetings, invoicing
- Receive and welcome visitors in a warm and courteous manner
- Answer ARC's main phone line in a pleasant, professional and timely manner and redirect calls
- Maintain office meeting room calendars
- Maintain a pristine kitchen and meeting rooms and ensure reception area and boardroom portray a professional image
- Update and maintain ARC's Contact Relationship Management (CRM) system through Microsoft Dynamics
- Compile and code credit card and employee expense transactions
- Order and stock supply room and kitchens as needed
- Receive/send mail and courier packages
- Place office service calls and ensure timely follow-up
- Organizing corporate events
- Provide relief cover for Executive Assistants as needed
- Other general administrative and clerical tasks as assigned

Qualifications/Competencies:

- Post secondary diploma or training and/or equivalent relevant experience
- Experience with Microsoft Office Applications: Word, PowerPoint, CRM, Outlook and Excel
- Excellent written and verbal communication skills and strong organizational skills
- A proven team player, willing to assist others within the firm
- Strong attention to detail
- Ability to take initiative in all tasks and work independently
- Ability to manage multiple tasks with varying deadlines
- High degree of professionalism and confidentiality
- Customer-focused, works well under pressure while maintaining a friendly, positive attitude and strong work ethic

***Please submit a cover letter and resume to: Lisa Beierle, Administration Manager.
ARC Financial Corp. lbeierle@arcfinancial.com***

No phone calls please. Only those applicants selected for an interview will be contacted.