

Administrator and Office Manager

Edgehog Advanced Technologies Inc. is currently seeking an Administrator / Office Manager to join the company.

About Edgehog

Edgehog is commercializing ground-breaking anti-reflection glass technology inspired by nature. We are seeking motivated individuals to help shape our vision of green energy generation with solar panels and launch other product lines in automotive, displays, space, and cameras. The Edgehog team works in a collaborative open-concept workspace. Diversity is part of our founding identity, and we value input from multiple perspectives. Edgehog is a dynamic, fast-paced, and rapidly growing company with numerous opportunities for professional development within the organization.

Tasks & Responsibilities

Full-time in-person position in Montreal, Quebec.

Responsibilities involve executive assistant duties for the executive team in addition to office manager duties. There is the significant growth potential for this role along with the planned expansion of the company.

Responsibilities include:

- CEO's executive assistant, managing a complex calendar, coordinating internal and external meetings, facilitating expense and other financial reporting, and arranging operational tasks such as travel, light administrative support for two other executives;
- office operations, including internal communications, procurement, and expense management;
- front-line external communications for the organization, including email requests and incoming phone calls;
- Assisting executives on office development, policy implementation, and other operational initiatives;
- maintaining records of financial and corporate operations;
- proofing and editing reports, presentations, and other external communications;
- organizing internal corporate and cultural events;
- taking charge of outbound shipping, including international customs documentation; and
- undertaking other ad hoc related responsibilities as required.

Skills Required

- Strong problem-solving and time management skills – able to complete complex tasks quickly and with little guidance and react to matters with the appropriate level of urgency
- Proactive attitude – e.g. taking an active role in assisting executives to be more effective with their time
- Detail-oriented
- Teamwork – friendly and helpful attitude that can build effective and collaborative working relationships

- Demonstrate a high level of dedication and enthusiasm
- Ethical conduct and discretion – acting with integrity and professionalism, handling confidential information with discretion
- Technology proficiency – Fully competent with using Windows based programs
- Analytical – ability to identify departmental and office needs and plan accordingly
- Communication – professional fluency in both French and English.

Other Requirements

- Minimum 3 years of previous work experience in a similar administration role
- Must be eligible to work in Canada

Benefits

A dynamic team, working on advanced technology dedicated to tackling climate change. Competitive compensation with health and dental insurance. Flexible work hours possible with discussion, such as for school holidays. Learning-oriented culture and lively environment. Opportunity for significant professional development along with rapid growth of the company.

Send application with resume and cover letter to:

Attention: Calvin Cheng, CTO

Email: jobs@edgehogtech.com