

**Infront Consulting Group**, a boutique consulting organization with global reach that specializes in Microsoft System Center technologies, currently has an opening for an **Administrative/Marketing Assistant** to work in our Canadian Head office in Toronto, Ontario.

As an Administrative Assistant, you will contribute to the efficient day-to-day operations of the Toronto office, and support the work and initiatives for the various program departments. The emphasis of the job is on relieving supervisors and other staff members of the procedural and administrative tasks that must be attended to in the course of business including the day-to-day, efficient administration.

**Primary Duties and Responsibilities:** As the Administrative /Marketing Assistant, you will be required to perform a wide range of duties including, but are not limited to:

- ✓ **Office Administration: Daily Routine of office administration such as mail, telephone, travel etc.**
- ✓ **New Employee Packages**
- ✓ **Responsible for Travel Arrangements**
- ✓ **Database Maintenance**
- ✓ **Conferences**
- ✓ **Vendor and Partner - Management & Profiling**
- ✓ **Website Maintenance**
- ✓ **Marketing**
  - Newsletter(s)
  - Creation; Maintenance and up-dating of current marketing pieces
- ✓ **Assistant to Training Manager**

**Qualifications:**

- ✓ Position requires five or more years experience with a minimum of 12 months of Administrative/Marketing experience.
- ✓ A background in customer service focused industries.
- ✓ Excellent communication skills in English both written and verbal. (French is not required but definitely an asset.)
- ✓ Candidate must be able to maintain positive working relationships with others both internally and externally.
- ✓ Candidate must be able to anticipate, understand, and respond to the needs of clients and members of staff while exceeding expectations.
- ✓ Infront Consulting Group provides a Teamwork environment and the successful candidate must work cooperatively and effectively with others to set goals, resolve problems, and make decisions to enhance organizational effectiveness; ability to undertake self-directed tasks when necessary.
- ✓ Excellent time management skills; attention to detail; the capacity to prioritize by assessing situations to determine urgency; ability to develop a work schedule, set goals, create/implement action plans and monitor progress towards goals; and the ability to make clear, timely decisions
- ✓ Candidate must have proficient use of computer programs for Microsoft Office Suite (Word, Outlook, Excel and PowerPoint) as well as be familiar with Internet, contact management programs and various other office equipment such as fax; voicemail etc.

If you feel you have the positive initiative to be part of the **Infront Consulting Group** dynamic team, please submit your resume along with a covering letter stating your qualifications and salary expectations to [careers@infrontconsulting.com](mailto:careers@infrontconsulting.com) No Phone Calls Please! A detailed job description will be available to qualified candidates.