



RGO

OFFICE COORDINATOR

ADMINISTRATION

Position Type: Full-time, Permanent

Location: Edmonton, AB

ABOUT RGO

Creating places that help people work, learn, heal, age, play, be inspired, and accomplish more.

RGO is a privately held business in Calgary, Canmore, and Edmonton. We were founded in 1966 in Calgary with roots selling typewriters! Now, RGO is proud to be 5 decades strong and growing. We have since grown to be the largest dealership in Western Canada, offering total interior solutions with the broadest selection of Furniture, Window Coverings, Flooring, Technologies, Architectural Solutions, Moves, and Storage Management.

We believe space matters, and we want our clients to efficiently operate a modern space, whether it's a 40-storey tower, a public institution, education, healthcare, or a dazzling corporate showpiece. As an Albertan company with a reputation for hands-on service and dedication to quality, we are looking for an individual who aligns with our core values to create great work experiences for our clients, partners, and people.

THE OPPORTUNITY

Get to join the RGO team that has been recognized as the Best Workplace in Alberta at one of Canada's Best Managed Companies by joining us as an Office Coordinator. Reporting to the President of RGO Edmonton, the successful candidate will coordinate all administrative responsibilities for the Edmonton office and provide confidential administrative support to the President.

WHAT YOU WILL DO

- Answer and direct calls from main phone line
- Be the first point of contact for all clients and retail appointments
- Maintenance of Showroom/Office tidiness and assist with esthetics
- Order office supplies, business cards, coffee/tea and other printed materials on an as-needed basis
- Participate in Company Committees (Social, Safety, Christmas, United Way...etc.) and be a representative for the president in committee meetings
- Coordinate ticket purchases and event registrations for the President and all other Edmonton Staff when necessary
- Book travel arrangements (airfare, car rentals, hotels) for President and all other Edmonton staff as necessary
- Arrange catering when required
- Monthly VISA expense claim reconciliation management
- Manage incoming phone calls, messages, emails, mail and faxes for the President
- Maintain President's calendar including sending and responding to invitations
- Liaise with rest of office on behalf of President
- Additional office administrative tasks as assigned

WHAT YOU WILL BRING

- Post-Secondary Administrative Diploma or equivalent
- 3-5 years of general office administrative experience
- Experienced with and understand the responsibility of handling confidential material
- An innovative, "go-getter" approach
- Willing and able to research issues independently and collaboratively with various departments

OFFICE COORDINATOR

ADMINISTRATION

- Ability to use good judgment to implement effective decisions
- Excellent computer skills (Outlook, Microsoft Word, Excel, PowerPoint) and SharePoint experience is an asset
- Excellent phone mannerism with clear, articulate English skills
- Very good organizational and planning skills
- Positive optimistic approach
- Able to overcome obstacles and complete tasks
- Capacity to learn new information and skills
- Able to take control of challenging situations
- Superior customer service skills
- Alberta's Driver License and personal vehicle for business use on occasion. Mileage will be reimbursed.

PERKS & BENEFITS

- Flexible work environment
- Comprehensive benefits including RRSP matching
- Performance based awards
- Career growth opportunities
- Employee recognition program
- Education reimbursement
- Fitness subsidy
- On-site parking

To apply, please submit your resume to careers@rgo.ca. We appreciate the interest of all applicants and candidates for consideration will be contacted.

APPLY NOW