



Space makers.
Connection makers.
Culture shapers.



Administrative Assistant

Shared Services

Position Type: Full-time, Temporary (3 Months – April to June)

Location: Calgary, AB

The Opportunity

Join the award-winning RGO team—recognized as a Best Workplace in Alberta and one of Canada's Best Managed Companies—by stepping into the role of Administrative Assistant.

Reporting to the Financial Controller, you'll play a key role in supporting day-to-day accounting operations and creating exceptional experiences for our clients, supporting our showroom operations, and providing administrative support that helps RGO run smoothly. You are a highly organized, service-minded team player who thrives in a dynamic environment and enjoys being the welcoming face of our showroom.

What You Will Do

Accounting:

- File and organize physical and digital financial documents.
- Maintain vendor files and contact details.
- Respond to routine customer/vendor inquiries.
- Assisting with backlogs or system transitions.
- Providing extra support to the Accounting team such as posting journal entries, entering invoices and receipts and assist with month-end document gathering.
- Assist with follow-ups on outstanding balances.

Administrative:

- Arrange mail and courier services.
- Provide administrative support to Shared Services department for projects and events as required.

Client Experience:

- Deliver a welcoming and professional experience for all showroom visitors and client groups.
- Support meeting and event preparations including welcome signage, name tags, catering setup, hospitality, and general readiness.
- Maintain and stock the client hub, kitchen, and supply room; coordinate service calls when equipment requires attention.
- Ensure the showroom and displays are reset and ready for client visits each day (e.g. align tables, push-in chairs, clean whiteboards, turn on/off lights).
- Answer inbound calls for the Furniture division, triage inquiries, gather client needs, and transfer calls appropriately.
- Maintain the Furniture materials library and ensure these items are organized, put away, and replenished.

What You Will Bring

- Minimum high school diploma, post-secondary education an asset.
- 1-3 years customer service experience or administrative experience.
- Previous experience in retail, showroom, hospitality, or administrative roles is considered an advantage.
- Excellent verbal and written communication skills.
- Technology savvy and proficient computer skills. Experience using Microsoft Office is required.
- Positive, can-do attitude and naturally inquisitive.
- A team-player who is willing to help all members of the team achieve their goals.
- Very detail-oriented and organized.
- A natural ability to multi-task and prioritize responsibilities.

About RGO

RGO has been shaping inspiring workspaces across Western Canada since 1966. With deep Alberta roots and over 200 team members in Calgary, Edmonton, and Canmore, we help organizations thrive through innovative furniture, technology, and design solutions. As Alberta's exclusive Steelcase dealer and a partner to 200+ vendors, we continue to lead the way in workplace innovation.

Our mission is to turn every place into a space for inspiration and success. Guided by our vision—to unleash the full potential of spaces—we live our values every day: Pursuit of Excellence, Powerful Collaboration, Positive Drive, and Prioritize Care.

To apply, please submit your application to careers@rgo.ca.

We appreciate the interest of all applicants and candidates for consideration will be contacted. Any offer of employment will be conditional upon the successful completion of background checks, reference checks, and pre-employment health assessments, where applicable.

