



Title: Office Administrator

Location: Markham, ON (Hwy 7/Leslie - 15 minute bus ride from Finch Station on the York Region Transit 300 Business Express)

Industry: Financial Services Software

Department: Office Administration

Company Url: www.solidifi.com, www.iv3solutions.com

About Us

Solidifi is a leading provider of collateral valuation, risk management and data analytic services to the North American mortgage industry. Solidifi provides mortgage lenders, professionals and 3rd party service providers with a flexible service platform for procuring collateral valuations from marketplace vendors and appraisers, with complete transparency and data to make "incredibly smart decisions". Solidifi currently serves leading global financial institutions with United States head office in Chicago and Canadian head office in Toronto.

Solidifi is expanding its service offerings to the Property and Casualty (P&C) insurance market, by leveraging its transaction management platform, together with risk data from the mortgage process and cost data from its partners to provide P&C insurers with property replacement cost and underwriting tools that mitigate property loss risk.

Solidifi currently serves leading global financial institutions and is positioned to operate North America's largest appraiser network. Solidifi is based in Toronto, ON and has its US office in Chicago, IL.

Position Description

Reporting to the Director, Corporate Services you will work with a dynamic and driven world class team and be responsible for providing office and administrative support to the management team.

The Office Administrator will formalize and oversee all administrative and office support services for Solidifi Inc. Being bright, energetic and looking for an opportunity to work within a dynamic, fast-paced, growing environment, the Office Administrator will directly support a core group of Senior Executives. The primary focus will be to ensure that administrative and office functions, including processes, systems and activities that support the daily work of executives and staff, run smoothly.

Responsibilities will include, but not be limited to

- Ensures that office duties and functions are carried out in a confidential, efficient, accurate and timely manner, in accordance with Solidifi Inc. policies and procedures.
- Responsible for the management of support activities for the office such as answering telephones, assisting and resolving problems and inquiries of visitors, review and control of incoming and outgoing correspondence, and follow-up on operational commitments.
- Schedules, coordinates and facilitates meetings, facilities usage, events, and travel arrangements, as required.
- Oversee the ~~aesthetics~~ and upkeep of entire office environment – ~~artwork~~, kitchen area, furniture, walls and communal spaces.

- ~~Supervise the work of support and administrative staff.~~
- Ensure cost efficient ordering of office supplies, materials, etc by controlling the office budget.
- Organizing office maintenance and repair work; supervising the implementation of new office systems and equipment.
- Perform general clerical tasks and general office support tasks, as required.
- Other tasks as assigned.

Skills and Expertise Required

- 3+ years as an Office Administrator in a fast-pace, multi-tasking environment.
- Ability to handle confidential and sensitive information.
- Incredible attention to detail.
- Self-starter with enthusiasm and a drive for excellence in a fast-paced environment.
- Caring, diplomatic, understanding and flexible.
- Excellent communication skills, both written and oral.
- Advanced Microsoft Office knowledge (Word, PowerPoint, Excel).
- Team player.

Education and Training Required

- Post Secondary and equivalent work experience is desired

***Scope of responsibilities for this particular opportunity may change and will include, but not be limited to the above description.**

Do you consider yourself exceptional? The opportunity is here if you're ready for it: work with the industry's top talent on dynamic, challenging projects for the North American mortgage industry and help reinvent the industry.

We take great pride in the work we do and the talented people who work with us. We're always looking for highly skilled, driven people who value a collaborative, open environment and a flexible, professional culture.

Please email your resume to at carrers@solidifi.com. Please also make sure to include the Job Title "Office Manager" in the subject of your message. We thank you for your interest and look forward to hearing from you!

Please note that ONLY QUALIFIED CANDIDATES will be contact for this opportunity.