



Office Administrator

Mogo is money on the go. We are an innovative company specializing in unsecured consumer loans, and dedicated to helping people by offering simple financial solutions. We are executing on an aggressive growth strategy in the Canadian market. If you are looking for a quickly evolving company that believes performance comes from personal and professional success, this may be the opportunity for you. For more information, check out www.mogomoney.com and see for yourself what makes mogo different.

The Office Administrator is an organized, customer service-oriented person that provides administrative support to the executive office. The Administrator will provide clerical and office support, act as receptionist for the office and contribute to a variety of special projects as needed.

Core Responsibilities:

- Answers telephone transfer to appropriate staff member or take messages.
- Meets and greet clients and visitors.
- Coordinates and prepares meeting documents for executive team.
- Books travel for various members of the executive team.
- Coordinates expenses and purchases then codes and submits to AP.
- Creates and modify documents using Microsoft Office and other software.
- Performs general clerical duties to include but not limited to:
 - Photocopying & scanning documents
 - Faxing documents
 - Preparing and mailing various mailouts
 - Filing paperwork
 - Maintain hard copy and electronic filing system.
 - Orders or purchases office and kitchen supplies.
 - Sorting and distributing mail
- Maintains the office space, office equipment and tracks keys and alarm codes.
- Supports staff in assigned project based work.
- Other duties as assigned.

Our ideal Administrator:

- High school diploma
- 3+ years experience with administrative office tasks, preferably in an Executive Assistant role.
- Expert computer and Office suite skills, including internet and email applications.
- Experience faxing, scanning, printing and with other administrative tasks.
- Demonstrated history and commitment to customer service excellence.
- Track record of adhering to organizational policies and procedures.
- Exceptional verbal and written communication skills in English.
- Friendly and assertive demeanor.
- Understanding of Mogo, the industry and key competitors.

To apply, please send your resume and cover letter to careers@mogomoney.com with "Office Admin" in the subject line.