



## Business Administrator – Winnipeg – CDI college

**At Eckler, we know it's our people who make us great at what we do.**

We are looking to add a Business Administrator to our growing Administration Team. This full-time role is required to be in our **Winnipeg office 5 days a week**. If you are someone who is highly motivated, has a fine eye for detail, can juggle multiple tasks and take initiative to proactively tackle projects, then this may be the opportunity for you!

### Key responsibilities

- Document preparation and management
  - Maintain a well-organized filing system, client database and Quality Assurance process
  - Format documents using Eckler brand guidelines and standards
  - Ensure high quality of document production by proofreading and reviewing formatting prior to completion
  - Scan documents for distribution, electronic storing and archiving
  - Scan and file incoming mail; print and mail outgoing mail
  - Data entry and review, record reconciliations
  - Coordinate and manage mass merge and mailing projects
- Financial management support
  - Assist with client invoicing by running client billing reports, draft invoices, process invoices on Eckler system, and send out to clients
  - Coordinate vendor invoicing processing following established finance guidelines
  - Provide expense claim support to team members
- Meeting & Events coordination
  - Assist with coordination and arrangement of on- and off-site client and team meetings and events including logistics, preparation of materials
- Office management support
  - Manage/track inventory and restocking of required office and/or kitchen supplies
  - Provide reception and maintain common areas, on-site technical support coordination, mail/courier support as necessary
  - Manage/coordinate facilities related maintenance
- Work closely with, and provide support to, other members of the national business administration team
- Work on special projects and support staff locally and in other offices as needed

### What we're looking for

- Advanced skills with Microsoft Office (Word, PowerPoint, Excel, Outlook, and Teams), Adobe products
- Confident working independently and taking pride and ownership in tasks
- Ability to manage multiple competing priorities
- Strong project management skills
- Strong verbal and written communication skills
- Outstanding interpersonal skills
- Values teamwork, client service and quality in detailed work
- Prior working experience at a professional services firm is an asset
- Office Administration diploma or other relevant education

## Who we are

Eckler is Canada's largest independent actuarial consulting firm. Our purpose is to care and to do right by people so that together we can achieve a brighter, more secure future. Based in Canada and the Caribbean, we're a team of committed and highly skilled professionals consulting in the areas of pension, retirement, financial wellness, investment, group benefits, insurance, compensation, communication, and technology consulting. Owned and operated by its active Principals, the company has earned a reputation for service continuity and high professional standards. Eckler is a founding member of Abelica Global – an international alliance of independent actuarial and consulting firms operating in over 20 countries.

At Eckler, we value diversity of all types. Our organization is made up of smart, collaborative, and thoughtful people with a wide range of backgrounds, skills, and experiences. We are committed to an inclusive, diverse, and accessible workplace and encourage all interested applicants to submit a cover letter and resume for consideration. Persons with disabilities who need accommodation in the application process or those needing job postings in an alternative format may e-mail a request to [careers@eckler.ca](mailto:careers@eckler.ca).

We thank all applicants for their interest, but only those selected for the short list will be contacted.

[www.eckler.ca](http://www.eckler.ca)