

## Office Manager

To apply for this position, click [here!](#)

Is keeping people organized your forte? Do you enjoy leading day to day operations?

Calabrio is a fast-growing software company looking for an Office Manager to join our Vancouver office. You will be working with people whose passion for creating a fast-growing software company with a fun culture. Collaborate, brainstorm and work in an interactive, dynamic and rewarding environment that will support your career growth.

You will have the opportunity to take ownership of the Calabrio Canada office operations and ensure the office culture is driving alongside our corporate office in Minnesota. In addition to office operations and culture, you bring will support the Executive's day-to-day so he can drive the business as needed to continue to grow our company.

### WHAT PROBLEMS WILL YOU BE SOLVING?

As the Office Manager, you will have multi-levels of responsibilities with a focus on office operations and procedures to ensure organizational effectiveness and efficiency. This could include; providing administrative support to our Executive schedules, arranging appointments, meetings, conference calls, and travel (keeping within Calabrio travel policies), etc. Work will require analysis, use of initiative and independent judgment, and ability to remain knowledgeable of corporate policy. In this role, you will often be called upon to interpret and communicate VP intent to other managers and may make contacts of sensitive, complex, and confidential nature. Plus, more!

### WHAT SKILLS WILL MAKE YOU SUCCESSFUL?

- Demonstrates highest level of detail orientation, organizational skills and the ability to multi-task efficiently
- Demonstrates a sense of urgency to attain and exceed desired results
- Demonstrates a sense of confidentiality
- Experience with Microsoft Office products: Word, Excel, PowerPoint, and Outlook and Adobe plus Webex and CRM a plus
- What would be Awesome to have:
  - Passion for People
  - Like to make a difference in an organization
  - Enjoy keeping things in order, people on task, and making it a fun place to work!

### WHAT IS REQUIRED FOR YOU TO APPLY?

- Bachelor's degree required in communications, business administration or other related field
- 3+ years successful track as an administrative assistant and/or office manager

### WHAT VALUES ARE IMPORTANT TO CALABRIO?

- Collaboration amongst teams
- Open communication across the company

- Ambitious
- Accountable
- Customer Success

Calabrio, Inc. is an Equal Opportunity Employer that values diversity at all levels. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, age, sexual orientation, gender identity, disability or veteran status.

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