

Remsoft Inc.

Success Coordinator

Job title: Success Coordinator

Work Location: Fredericton

Division/Department: Remsoft Inc.

■ Full-time Position

Job Description:

Remsoft has been an intelligence software leader in the forestry industry for over 30 years. An innovative, wellness focused and community minded organization, Remsoft is looking for an energetic, proactive and confident Success Coordinator to be the glue that binds the team together.

The successful candidate will provide administrative support to the team and serves as the first point of contact for all current and potential clients. This individual will have a natural client service orientation as well as the ability to anticipate upcoming patterns and potential issues. They are confident to propose potential creative solutions which will mitigate organizational risk. Strong spoken and written communication skills are a must.

Responsibilities:

- Answer, screen and direct incoming calls and email
- Go above and beyond to provide outstanding client service and take initiative to ensure that any issues are resolved
- Conduct general office management, ordering and maintaining a stock of office supplies
- Oversee office appearance: manage relationships with maintenance and cleaning personnel as well as phone and internet provider
- Appointment scheduling and coordinating for team members
- CRM entries, such as calendar, reminder and contact updates
- Event planning and logistics (open training, team events/meetings, etc.), such as registration, venue/catering bookings, and preparing required materials for both internally hosted and third-party events
- Meeting room coordination: scheduling, supply maintenance, appropriately set up for visitors
- Basic EA support, including but not limited to, office documents (Word/Excel) entry and manipulation, as well as certain corporate and project related time tracking reports
- Manage travel arrangements (including international travel) and documentation requirements
- Maintain employee records (vacation, sick, personal days, etc.)

Desired Qualifications:

- Post-secondary education or proven relevant experience
- MS Office savvy. Willing and quick to learn other programs as needed
- Always available to help – “no task is too small” attitude
- Extremely organized and see beauty in the details with a high level of accuracy
- Intuitive and able to overcome obstacles easily and independently
- Ability to anticipate needs of others
- Some experience with HR related duties would be an asset, but is not essential
- French language is an asset

To express interest in this opportunity please send an email with your resume to careers@remsoft.com.