



Flexiti Financial

Flexiti has reimagined point-of-sale (POS) consumer financing to drive sales for retailers in-store and online, becoming one of Canada's leading private label credit card issuers. Through our award-winning platform, we deliver a POS financing experience across any device that is customer-centric, simple and intuitive. Without the need to integrate into existing POS systems, retail partners can easily offer the same fast and paperless financing solution across all retail locations and sales channels to increase revenue and build loyalty through repeat purchases. Flexiti's joint venture with [Globalive Technology](#) demonstrates its commitment to innovation in the payments space through the development of solutions leveraging artificial intelligence and blockchain technology. With high approval rates, innovative products and services, flexible promotional offers and a partnership-first approach, Flexiti is helping people improve their lives through better financing. For more information, visit www.flexiti.com.

Receptionist/Office Manager

Flexiti Financial is looking for a Receptionist/Office Manager to join its Operations team. We are looking for a proactive, detail-oriented, and organized individual with strong multitasking capabilities. The Receptionist/Office Manager will manage the office operations to ensure everything is in check and be the first point of contact for all visitors to the office.

Responsibilities

- Manage the front desk reception duties including answering inquiries by phone or email, welcoming visitors into the office and providing them with general support.
- Day-to-day office management including food ordering, liaising with building management, granting of access pass management for new hires, etc.
- Provide administrative support to the Executive team including calendar management.
- Preparation and cleanup of meeting and training rooms.
- Maintains office efficiency by planning and implementing office layouts, and equipment procurement when needed. Coordinate with IT department.
- Design and implement office policies by establishing standards and procedures; measuring results against standards; making necessary adjustments.
- Manage relationships with vendors, service providers and landlord, ensuring that all items are invoiced and paid on time.
- Manage contract and price negotiations with office vendors and service providers.
- Actively participate in the planning and execution of company events.
- Develop and document standards that enhance operational procedures.
- Participate in the organization and onboarding of new hires.
- Support ad-hoc requests from other groups and teams when needed.

Qualifications



- 1-3 years in a proven office management/receptionist role
- Excellent problem solving capabilities
- Strong verbal and written communication
- Proactive self-starter who anticipates needs of a growing company
- Proficient in Microsoft Office, Excel, and PowerPoint
- Excellent time management skills and ability to multitask and prioritize work
- Strong attention to detail
- Strong organizational and planning skills

The Perks

Below are just a few reasons why people love working here:

- Great and passionate people in a very supportive environment
- Fun offsite outings
- Comprehensive health and dental benefits
- Competitive salary; commensurate with experience