
TechJutsu Corporate Administrator

Why TechJutsu

We are a tight-knit, agile company focused on delivering innovative solutions with a collaborative and people-first approach. Our small team thrives on flexibility, integrity and a healthy dose of fun. As we grow, we are looking for a proactive and organized Corporate Administrator to help keep our operations running smoothly. At TechJutsu, you will be part of a team that builds each other up and helps every member put their best work forward!

Our Commitment to a Diverse Culture

We believe in the power of diversity, and we're dedicated to creating a diverse, equitable and inclusive environment at TechJutsu. We ensure equal opportunity for all applicants and encourage people of all visible minorities, including Indigenous applicants, and those of any religion, sex, age, ability, sexual orientation, gender identity or expression to apply. A Place for all Genders in Tech Gender diversity and equality benefits everyone. We're committed to supporting all gender identities and expressions in tech by sharing stories and advocating for equality.

Job Description

The Corporate Administrator role is critical to the smooth operation of our company, supporting finance, HR, sales, grants, and marketing functions. The ideal candidate is highly organized, detail-oriented, a strong communicator, and comfortable wearing multiple hats in a dynamic environment.

Key Responsibilities

- Manage daily administrative tasks including scheduling, correspondence, and arranging travel or accommodations.
- Provide executive support to leadership.
- Assist with financial operations by preparing monthly invoicing workbooks, tracking expenses, and liaising with bookkeeper.
- Administer HR functions such as onboarding, time sheet reconciliation, and vacation and time off tracking.
- Generate documents, reports and presentations for the sales team as required (e.g. reporting on customer, revenue, pipeline and sales performance metrics).
- Coordinate internal meetings and company events.
- Manage corporate subscriptions, including tracking renewal dates, coordinating payments, maintaining documentation and liaising with providers.
- Prepare grant applications and manage reporting requirements.
- Assist with internal communications and documentation, including policies, procedures, reports and presentations.
- General problem solving to address day-to-day issues and support the resolution of common administrative challenges.

Qualifications

- 5+ years of experience in administration or office management roles.
- Strong documentation, organizational, and process management skills.
- Advanced knowledge and proficiency in M365 tools (Word, Excel, PowerPoint, SharePoint/OneDrive) and comfortable learning new software tools.
- Comfortable generating reports and consolidating data.
- Ability to manage multiple priorities, work independently and meet deadlines in a fast-moving environment.
- Demonstrated ability to take initiative, solve problems effectively and make sound decisions.
- Excellent written and verbal communication skills.
- Discretion and commitment to maintaining confidentiality and supporting a positive corporate culture.

Additional Information

TechJutsu is an IT security services start-up company that is rapidly scaling. We have a highly entrepreneurial culture and there is ample opportunity for growth.

TechJutsu is a work-from-home environment, as such a measure of self-discipline is required.

We are a collaborative group, and you will be interacting with your teammates over video conference regularly.

If you show an aptitude and drive, there is an opportunity to develop the role in a direction that both adds value to the company and develops your professional skill set.

To apply: Registration@Techjutsu.com