

THE truffles GROUP

CREATING GENUINE, ELEVATED GUEST AND TEAM EXPERIENCES

Title: Office Administrator

About us: Locally owned and operated, The Truffles Group has been advancing Vancouver Island's hospitality, tourism and beverage retail industries for over 30 years. During this time, we have grown from one employee to over 400, and from one brand to six! Our group of companies includes Cascadia Liquor, Flight Cannabis Co., Habitat Café, Heritage Quay Developments, Victoria Butterfly Gardens, and Truffles Catering.

Job Purpose

As the Office Administrator, you will be responsible for keeping our home office running efficiently, planning events, maintaining programs and office services as well as supporting the Human Resource team with various projects and business initiatives. You have great organization and communication skills and enjoy being a cultural ambassador. The Office Administrator closely aligns with our company values of *Quality, Integrity, Community, Growth and Fun* and brings these values into their daily work.

Compensation: Hourly rate of \$23.00 - \$25.00 per hour

Position Details: This position is flexible and can be either part-time or full-time (30 or 40 hours per week). Working hours will generally occur from Monday to Friday. The hours of work may vary and may be irregular and will be those hours necessary to meet the requirements of the job. This is an on-site position at our beautiful office in Vic West, conveniently located close to Galloping Goose.

Benefits: We offer 100% employer paid extended health & dental, RRSP matching, health and wellness, professional development tuition, donation matching and more! Learn more about the amazing employee perks we offer at trufflesgroup.com/careers

Key Responsibilities

Office Administration:

- Administration of Community Partner program, including written announcement for each quarterly partner, volunteer engagement opportunities for TTG staff and the social events that follow each. Includes maintaining relationships with Community groups, arranging elements of collection including donation signage/ collection bins etc.
- Oversee corporate charitable giving and sustainable office initiatives, including sustainability audits and charity event planning
- Weekly kitchen supply orders including coffee, snacks, food storage, cleaning supplies
- Calendar booking and catering arrangements for meetings and training sessions
- Coordination of orders including flowers, fruit baskets, gift baskets, location visit treats
- General office support including seasonal décor/space prep, organization and cleaning

Quality • Integrity • Community • Growth • Fun



THE truffles GROUP

CREATING GENUINE, ELEVATED GUEST AND TEAM EXPERIENCES

- Office space management including office moves, furniture orders, assisting with office set up for new hires, main contact for deliveries, housekeeping and organization
- Office social events including lunches, summer BBQs, birthday cakes & cards, special event celebrations (baby showers, citizenships, special toasts etc.)
- Act as a point person providing yearly employee discount cards, answering questions on the employee discount program for all Truffles Group businesses
- Administration of corporate cell phone plan
- Home Office orientation and tours as required, including safety orientation
- Order business cards as needed
- Signage coordination
- Participate in the Home Office social committee

Human Resources Support:

- Assist with HR projects to support business initiatives
- Facilitate and disseminate HR Communications including People and Culture Update organizational announcements, employee recognition, community partnerships, introducing new team members
- Update Culture Guide and HR Policies
- Support with onboarding process, uploading new hire documents into Payworks, creating paper files, following-up on missing information and liaising with payroll
- Ongoing file maintenance and management including policy updates and sign offs
- Perks administration including Health and Wellness, Tuition Reimbursements, Community Events Entry, Volunteer days
- Vacation coverage for HR department
- Administer health & safety program & reporting including submitting WorkSafeBC claims, return to work administration, and updating Health & Safety Toolkit, as needed

Required Education, Skills, and Qualifications

- Post-secondary degree or diploma in business administration or other related field or an equivalent combination of education and related experience
- Adaptable, flexible, able to work collaboratively and independently and responsive to dynamic and fast-paced environment
- Excellent organization, time and task management skills
- High level of attention to detail
- Ability to develop and maintain productive professional relationships
- Strong verbal and written communication skills
- Knowledge of Microsoft 365 (Word, Excel, PowerPoint, Outlook)
- Good judgement, professional and discreet in terms of company and employee confidentiality

Quality • Integrity • Community • Growth • Fun



THE truffles GROUP

CREATING GENUINE, ELEVATED GUEST AND TEAM EXPERIENCES

Familiarity with retail and hospitality industry (an asset)

Apply today!

Our ideal candidate has a passion for our culture, our brands and being an active member of our team. If this position sounds like a great fit for you, please send your resume and cover letter to careers@trufflesgroup.com.

We are grateful for your time and consideration in applying to join our team. Shortlisted candidates will be contacted for interviews.

The Truffles Group is an equal opportunity employer. Should you require accommodation during the recruitment process, please reach out to Nadia Valckx, Recruitment & HR Generalist, nadia@trufflesgroup.com.

Quality • Integrity • Community • Growth • Fun

