

BIRKENSTOCK®

Job Description – Birkenstock Canada Ltd.

At Birkenstock, our business is a reflection of our passion and commitment for our products, an appreciation of their heritage and a genuine belief in their benefits. Through quality products that are comfortable, unique and timeless, we deliver “Happiness & Satisfaction” while being respectful of the world around us. In order to deliver on our mission, we need high quality people. We are looking for talented people who share our values of accountability, responsiveness, excellence, teamwork, respect, integrity and a positive attitude.

Job title: Executive Assistant/Office Manager

Reports to: President/General Manager Birkenstock Canada

Overview

Provide executive administrative support to the Birkenstock Canada President General Manager and act as Office Manager. Some responsibilities include, but not limited to: Handling of Presidents day to day needs in clerical/travel/meeting tasks, as well light HR duties related to office personnel. This role includes all office integration/communications as it relates to facilities, contracts, and employee onboarding. Other duties include handling incoming phone calls and other internal and external communications, greeting clients and visitors, supporting the needs of staff, as well as managing files, updating paperwork and other documents, and performing other general office upkeep, clerk duties and errands.

Responsibilities:

- Greeting clients and visitors
- Maintains all door keys to the office building, offices and filing cabinets
- Handles the ordering of gifts and gift baskets for various occasions
- Organize internal and external corporate meetings, events and presentations
- Assist with travel arrangements for non CAD visitors, associates and key managers of Birkenstock Canada
- Maintains copies of all employees travel itineraries
- Maintain efficiency within the office by establishing the best policies, standards and procedures for the company
- Handling incoming calls and other communications, internal and external
- Establish and maintain a system for safe keeping of contracts
- Manage filing system, documents, word processing and recording information as needed
- Performing general office clerk duties and errands
- Organize and maintain office common areas, keeping the interior neat and clean
- Maintaining office equipment and supply inventory

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- Coordinate and maintain GM/President calendar and assists in helping all Birkenstock Canada staff in planning, organizing and scheduling
- Monitors the Master Calendar
- Assists other departments with various tasks including on-boarding new employees and also with the administration of departing employees
- Oversees and communicates with the vendors for the office building i.e. janitors, HVAC, vending, etc.
- Support senior management and colleagues day to day and on projects, as needed
- Perform any other duties relative to office management and supporting the Birkenstock Canada business, as assigned

Requirements:

- Fluent in both French and English, written and spoken
- High school diploma or associate's degree
- 2 years' experience as an Office Manager/Assistant or in related field
- Proficiency in Outlook/Word/Excel and other office technology
- High degree of confidentiality
- Warm personality with strong communication and organizational skills
- Must be detail-oriented, efficient, professional and able to multi-task
- Ability to work well under limited supervision

If interested, please send cover letter and resume to mhoessl@birkenstockusa.com. Subject line should list "Executive Assistant/Office Manager".

BIRKENSTOCK USA, LP IS AN EQUAL OPPORTUNITY EMPLOYER.

