



## GENERAL OFFICE ADMINISTRATOR

**INTEGRA INVESTIGATION SERVICES LTD. IS CURRENTLY SEEKING AN OFFICE ADMINISTRATOR ON A FULL-TIME BASIS.**

### SUMMARY

As a member of Integra Investigation Services Ltd., you will be expected to provide administrative support to all employees and management. You will be responsible for the reporting and preparation of investigations, as well as the execution of a variety of other administrative duties (as required).

### DUTIES

- Organizing and editing of the investigator's field reports; proofing, editing, and compiling final reporting.
- Collecting and filing investigator's field notes, and updating coinciding research logs.
- Compiling, cataloguing and editing video footage.
- Responsible for processing emailed reports and updating the schedule.
- Other general administrative duties to be performed as required.

integrity

confidentiality

professionalism

experience

### COMPETENCIES REQUIRED

To perform the job successfully, the individual will demonstrate the following competencies:

- Reporting – the ability to write clearly and informatively and to read and interpret written information.
- Responds promptly to requests to provide support to the operations and research departments, and thrives as a team player.
- Able to communicate clearly, effectively and with a positive attitude.
- Ability to apply understanding to carry out instructions furnished in written, oral or diagram form.
- Possesses the ability to deal professionally with clients and staff.
- Embraces and works well with change, as task priorities may be adjusted several times a day.

- Requests from clients of an urgent nature may require you to provide administrative assistance after the regular office working hours of 8:30 a.m. to 5:00 p.m. from time to time.

Integra Investigation Services Ltd. has been in the private investigation business since 1989. The position will be primarily “in office” at our location in the west end of Toronto. Training will be offered to the selected candidate.

Position available: Immediately

Compensation: TBD

Benefits: Health Benefits after completion of a probationary period, travel expenses paid, private office, great learning environment, team environment, opportunity for position and financial advancement

## APPLY TODAY

All qualified candidates, please email your cover letter and resume to Melissa Playford at [mplayford@integrapi.com](mailto:mplayford@integrapi.com). Please cite “Research Investigator” in the subject line.

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