



Administrative Assistant

DETAILS

Location:	Penticton-Westhills Aggregates	Experience:	1 year
Employee Type:	Full Time	Reporting To:	General Manager
Deadline:	March 25, 2019 by 4pm		

Position Summary:

The Administrative Assistant ensures the efficient day-to-day operation of the Office and supports the work of management and other staff.

General Duties & Responsibilities:

Administrative Assistants perform a wide range of duties including some or all of the following:

Reception

- Answer general phone inquiries using a professional and courteous manner
- Direct phone inquiries to the appropriate staff members
- Reply to general information requests with the accurate information
- Greet clients/suppliers/visitors to the organization in a professional and friendly manner

Office administration

- Use computer word processing, spreadsheet, and database software to prepare reports, memos, and documents
- Sort incoming mail, faxes, and courier deliveries for distribution
- Prepare and send outgoing faxes, mail, and courier parcels
- Forward incoming general e-mails to the appropriate staff member
- Forward voice mail from the general mailbox to the appropriate staff member
- Maintain office kitchen
- Code and file material according to the established procedures
- Update and ensure the accuracy of the organization's databases
- Back-up electronic files using proper procedures
- Provide secretarial and administrative support to management and other staff
- Coordinate the maintenance of office equipment
- Manage and maintain the flow of files and documents for projects and opportunities
- Administer document control processes
- Compile, log and distribute reports to meet for information, proposals, data records and transmittals
- Set up administration files and ensure they are maintained in an organized and efficient manner
- Prepare administration documentation and business correspondence

Key Competencies:

- Demonstrated ability to multi-task, prioritize and manage confidential information
- Proficient with Microsoft Office (Word, Excel, Power-point, Outlook)

Personal Traits:

- Attention to detail | Provides confidentiality | Ability to work in a fast-paced environment | Excellent organizational and time management skills | High level of interpersonal skills (tact, judgment, diplomacy, professionalism | Ability to communicate effectively (both oral and written)

Qualifications:

- High School Diploma
- Post-secondary education in business, computers or office management is an asset

Thank you for your interest in Westhills Aggregates Limited.