

Administrative Assistant

(NOC 13110 – Administrative assistants)

Employer: Canadian Network Installations Ltd

Location: 15923-114 Avenue NW Edmonton, AB T5M 2Z3

JOB DETAILS

Salary: \$25.64 hourly for 30 to 40 hours per week

Terms of employment: Permanent employment, Full time

Employment conditions: Day, Evening, Night, Weekend, Early Morning, Morning

Start date: Starts as soon as possible

Benefits:

- Health benefits: Dental plan, Disability benefits, Health care plan, Paramedical services coverage
- Financial benefits: Group insurance benefits, Life insurance
- Other benefits

Vacancies: 1 vacancy

JOB REQUIREMENTS

Languages: English

Education: College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years or equivalent experience

Experience: 1 year to less than 2 years

Work setting: Construction, Transportation, communication and utilities

Specific Tasks/Responsibilities:

- Arrange and co-ordinate seminars, conferences, etc.
- Coordinate the flow of information within the team.
- Direct staff.
- Evaluate daily operations.
- Motivate staff.
- Open and distribute mail and other materials.
- Plan and organize daily operations.
- Establish and implement policies and procedures.
- Record and prepare minutes of meetings, seminars and conferences.
- Determine and establish office procedures and routines.
- Schedule and confirm appointments.

- Manage contracts.
- Answer telephone and relay telephone calls and messages.
- Answer electronic enquiries.
- Oversee development of communication strategies.
- Compile data, statistics and other information.
- Oversee the preparation of reports.
- Order office supplies and maintain inventory.
- Liaise with management, union officials and HR consultants.
- Arrange travel, related itineraries and make reservations.
- Greet people and direct them to contacts or service areas.
- Set up and maintain manual and computerized information filing systems.
- Type and proofread correspondence, forms and other documents.
- Perform data entry.
- Provide customer service.
- Work with the marketing department to understand and communicate marketing messages to the field.
- Maintain and manage digital database.
- Perform basic bookkeeping tasks.
- Consult with clients after sale to provide ongoing support.
- Prepare contracts and other papers.

EXPERIENCE AND SPECIALIZATION

Computer and technology knowledge: Google Docs, Microsoft Visio, MS Excel, MS Outlook, MS PowerPoint, MS Windows, MS Word, Electronic scheduler, Enterprise resource planning (ERP) software, MS Project, Project management software, SharePoint, MS Office, Adobe Acrobat Reader, Google Drive, Electronic mail

Technical terminology: Legal, Engineering, Financial, Business

Area of specialization: Correspondence, Reports and records, Contracts, Statistics, Financial statements, Invoices, Charts, tables, graphs and diagrams, Project management Business process management, Corporate social responsibility

Security and safety: Enhanced reliability security clearance, Confidential security clearance, Criminal record check

Transportation/travel information: Willing to travel regularly, Valid driver's licence, Public transportation is available

Work conditions and physical capabilities: Ability to work independently, Fast-paced environment, Work under pressure, Tight deadlines, Attention to detail, Repetitive tasks, Large workload, Work with minimal supervision

Personal suitability: Ability to multitask, Excellent oral communication, Excellent written communication, Flexibility, Judgement, Organized, Team player, Accurate, Client focus
Reliability, Time management, Adaptability, Accountability, Dependability, Due diligence,
Quick learner

HOW TO APPLY

Leading our industry in quality, service and team appreciation. CNI is an equal opportunity employer and provides its staff with a fully respectful work environment. If you are interested in applying, please follow the instructions below.

Please submit a resume and an application letter.

By email: careers@cninet.ca

By mail:

15923-114 Avenue NW
Edmonton, AB
T5M 2Z3

Do not send your application by any other method other than indicated above. Please submit using one method only and not repeatedly.