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Administrative Assistant

Posted by: Kern BSG

Posting date: 18-Oct-2024 **Closing date:** 16-Apr-2025

Education: University degree or college diploma in business administration.

Language: English

Job location: Burnaby

Salary: \$27 Per Hour

Years of Experience: 2 years

Vacancy: 1

Job Type: Full Time

Job id: YJ6403877

Job description:

- Process and distribute incoming electronic mail and other materials
- Submit shop drawings and other project related documents to clients and engineers
- Supervise and train office staff in procedures and in use of Sage 100, Access, billing platform.
- Schedule and confirm appointments and meetings of project managers and directors
- Compose, input, modify and proofread correspondence, invoices, shop drawing submittals, reports and related materials.
- Coordinate the flow of information to directors, project managers, coordinators, dispatchers, technicians and suppliers
- Respond to electronic mails, answer and relay telephone calls and messages to directors, managers, coordinators and dispatchers
- Arrange applications for plumbing, construction permits, and schedule City inspections
- Establish and maintain manual and computerized information filing systems, such as Sage 100, Microsoft Access, etc.

- Administer and coordinate office administrative procedures, such as billing, creating and reviewing quotes
- Record and prepare minutes of meetings
- Compile record(project cost, profit margin), statistics and other information to support managers and coordinators
- Arrange travel schedules for technicians, managers, upper management and make hotel and car rental reservations for out-of-town projects

Requirement

- Completion of secondary school, preferably with a university degree or college diploma in business administration.
- At least 2 years of experience in a clerical or secretarial position related to office administration would be an advantage.
- Experience in the Mechanical or Construction industry is an advantage and considered an asset.