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Administrative Assistant

Posted by C&Y PMP CONSTRUCTION

Job Details

Posting Date: 29-Nov-2024

Closing Date: 19-Dec-2024

Location: Summerside

Salary: \$20 Per Hour

Job Requirements

Education: Minimum a High School diploma?must accompanied by proven directly related work experience.

Language: English

Years of Experience: 2 years

Vacancy: 1

Job Type: Full Time

Job ID: YJ2849783

Job Description

Job Title: Administrative Assistant (NOC 13110)

Term: Permanent

Working hours: 35-40 Hours/Week

Wage: \$20.0 per hour (\$41,600 /year)

Work location: 291 Water St, Summerside, PE, C1N 1C1

C&Y PMP CONSTRUCTION, established in 2020 in Summerside, PEI, specializes in residential projects development. We offer comprehensive construction services from land preparation to finishing. Our services span from surveying and demolition, foundation, main structure, and framework construction, to interior finishing and landscaping.

Today, as we are developing our own in-house workforce and expanding our business and employee team this year, we need a dedicated Administrative Assistant taking charge various administrative tasks to effectively support our core business operations.

Main duties:

- Continuously follow and improve office procedures to ensure efficiency and accuracy in day-to-day operations.
- Act as the primary point of contact for project-related inquiries, answering phone calls, emails, and client queries in a timely manner.
- Maintain a daily log of incoming and outgoing communication, ensuring no request or update is missed.
- Prepare and edit essential documents such as contracts, invoices, work orders, project schedules, and client communication.
- Organize all project documentation (permits, inspection reports, drawings) are stored both digitally and in hard copy for easy access and retrieval.
- Coordinate between internal teams (e.g., project managers, site supervisors) and external contacts (e.g., clients, subcontractors, suppliers) to relay critical updates and requests.
- Manage the company calendar, confirming appointments, preparing necessary materials, scheduling meetings, client site visits and inspections, adjusting for project deadlines and operational demands.
- Track inventory levels for project materials and office supplies, coordinating with vendors to avoid project delays due to stock shortages.
- Greet visitors professionally, ascertain their purpose, and direct them appropriately, whether to project sites or meeting areas.
- Coordinate company routine services and ensure timely payment, including utilities, internet,

parking fees, property management fees, and other operational costs.

- Prepare weekly project updates, site progress report, delay explanation, and project completion documentation such as photo logs and inspection certificates.
- Train new administrative staff or temporary hires on internal systems, software (such as project management or scheduling tools), and office protocols.
- Coordinate company events such as project kick-offs, client presentations, and milestone celebrations, ensuring seamless organization of equipment, catering, and venue arrangements.

Skills and Qualifications Requirement:

- Minimum a high school graduation certificate, must accompanied by proven directly related work experience.
- A diploma or degree in Business Administration or a related field is a plus.
- Minimum 2 years of experience in an administrative role, preferably in the construction or related industry.
- Independent working and problem-solving skills.
- Excellent communication skills.
- Excellent time and task management skills.
- Proficient in MS Office Suite (Excel, Word, PowerPoint) and familiarity with office management software.

To apply, please submit your resume and cover letter to hr.cypmpconstruction@hotmail.com. Please note that only shortlisted applicants will be contacted.