

**Expired**

# Administrative Assistant

**Posted by Kern BSG**

**Posting Date : 18-Oct-2024**

**Closing Date : 16-Apr-2025**

**Location : Burnaby**

**Salary : \$27 Per Hour**

## Job Requirements

- **Education:** University degree or college diploma in business administration.
- **Language:** English
- **Years of Experience:** 2 years
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job id:** ABOJ3277953

## 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.