

## ADMINISTRATIVE ASSISTANT

### Job Summary

Arcadian Projects, an Energy and Industrial Solutions company, is seeking an Administrative Assistant to join their dynamic and ever-growing team. The position will support multiple areas within the company including first point of contact, the accounting, purchasing, projects, safety and service departments. Additionally, the successful candidate will be working out of both our Baden (Arcadian Projects) and Stratford (Calvin Ische Plumbing & Heating) locations. This role may also include supporting the executive management team with administrative functions.

This role requires an individual of a cheerful and helpful disposition who is willing to learn and grow as the position requires. Successful candidates will have prior experience in a construction or manufacturing office and possess strong organizational, communication and MS office skills.

### Essential Functions of the Position:

- Act as first point of contact in the office for clients, customers and vendors; including answering main phone line and directing visitors.
- Manage office supply orders – ordering, tracking and organizing.
- Scheduling and coordination of office meetings for all departments.
- Minute taking at meetings when needed and internal communication.
- Assist with social club events and safety meetings.
- Assist with accounting and purchasing overflow, including monitoring bookkeeper email, ensuring invoices are printed and distributed, sort incoming site PO's/packing slips.
- Support Projects department with the creation of job books/site boards & closeout manuals
- Assist services department with file creation and server maintenance and organization.
- Other duties as needed.

### Qualifications

- 5 years experience in a similar role.
- Computer skills including a working knowledge of MS Word and Excel, and ability to learn basic functionality of new software.
- Ability to multi-task with attention to detail and strong communication and organizational skills.
- Strong interpersonal skills, self-motivated with friendly demeanor and positive attitude.
- Experience in the construction or manufacturing industry strongly desired.
- Experience with QuickBooks considered an asset.
- Valid driver's license and vehicle are required.

### We Offer

- A competitive salary package commensurate with experience.
- A full company-paid benefits package also available.
- Vehicle mileage when applicable
- Competitive compensation and benefits package with RRSP matching
- Opportunities for growth and development
- An open and collaborative work environment

**Please send resumes to [arcadianhr@arcadianprojects.ca](mailto:arcadianhr@arcadianprojects.ca)**

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