

## **Administrative Assistant - Edmonton**

Scheffer Andrew Ltd. is a leading supplier of professional engineering and municipal planning services in western Canada. For 40 years we have provided Canadian clients with an integrated, multi-disciplinary approach to engineering services with unparalleled professionalism. We proudly provide the private sector and governments with a range of services including transportation planning, site development, municipal planning, and land development.

Scheffer Andrew Ltd. offers an exciting, rewarding environment for our staff. We believe in promoting our employees' personal and professional well being. We know that if we take care of our people, they will take care of our clients.

Scheffer Andrew Ltd. is currently seeking an experienced Administrative Assistant with 2-5 years of experience to join our team.

### **Duties of this position will include, and are not limited to:**

- Be responsible for answering and transferring phone calls.
- Be responsible for visitor reception/security.
- Cold calls/emails- take calls/emails follow -up collect info and pass to right people.
- Maintain polite and professional communication via phone, e-mails, and mail.
- Assist in preparation of reports and specifications, as and when required.
- Assist in preparation of cover letters and transmittals when required.
- Ensure letters are formatted correctly and according to the company standards.
- Delivers and pick-ups (mail, courier).
- Receive and distribute incoming mail and faxes.
- Be responsible for taxing and mailing all necessary documents.
- Prepare copies of invoices, file them and mail originals.
- Update and monitor database for clients/suppliers/etc. when required.
- File documents in appropriate files (digital and hard copies).
- Update list of all active files in filing room.
- Make copies and help to prepare reports as required.
- Be responsible for preparation of invitation for reception party and printing X-cards.
- Be responsible for sending thank you letters to all sponsors and for Christmas Baskets.
- Assist in preparation of construction contracts and tender documents.
- Assist in preparation of engineering reports, including formatting, printing, photocopying, binding, and distribution.
- Be responsible for troubleshooting of copier/printer machine and arranging for services as needed.
- Keep track of coffee, sugar, juice, water, paper towels, etc, and buy or order as required.
- Maintain stamps supplies.
- Help maintain office security (check back door).

- Tidy copy room, conference room and lunchroom, take care of carafes and cups.
- Help to set up boardrooms for meetings.
- Assist in coordinating interview, sending out regret letters.
- Assist in orientation of new staff.
- Be responsible for the preparation of business cards for new employees and updating current business cards when required.
- Assist in preparation of company events, such as reception party, barbeque party, SALUTE, golf tournaments.
- Send time sheets summaries as required.
- Enter time entries into Qbook every week.
- Assist in entering expenses into Qbook as required.
- Help with travel arrangements, such as booking flights, cars, and making hotel reservations.
- Help with booking courses/conferences.
- Be responsible of ordering stationary supplies.
- Take and distribute meeting notes for internal office meetings when required.
- Coordinate office printing.
- Anticipate the needs of others in order to ensure their seamless and positive experience.

The ideal candidate will have:

- Have a minimum of 2-4 years administrative experience.
- Secondary(high) school graduation certificate.
- Be proficient in Microsoft Office(Word, Excel and Outlook).
- Be organized, have excellent time management skills and be able to work in a fast paced environment.
- Be fluent in English.
- Knowledge of QuickBooks software.
- Knowledge of Microsoft office package.
- Strong attention to detail.
- Professionalism in dealing with confidential and sensitive information.
- Ability to meet the physical and sensory demands on the job.
- Exceptional leadership and communication abilities.

For more information about working with Scheffer Andrew Ltd. please visit [www.schefferandrew.com](http://www.schefferandrew.com) . Resumes can be sent to [employment@schefferandrew.com](mailto:employment@schefferandrew.com)

We thank those who express an interest, but only those candidates who best suit our requirements will be contacted.