



Administrative Assistant

Location: Edmonton, AB

Company: Scheffer Andrew Ltd.

Scheffer Andrew Ltd. is a well-established, medium-sized engineering and planning consulting firm with nearly 50 years of experience serving Western Canada—primarily Alberta. We specialize in municipal infrastructure, land development, and transportation engineering. Our collaborative team environment and commitment to quality design have earned us long-standing relationships with public and private sector clients.

We are currently seeking an **Administrative Assistant** to join our Edmonton team. This role is ideal for a highly organized individual with strong attention to detail and advanced interpersonal, oral and written English communication skills. If you're looking for a professional receptionist role that includes a large volume of work, varied tasks and tight deadlines in a principled team environment, this is your opportunity.

What You'll Do

As the Administrative Assistant, you will manage the front desk at Scheffer Andrew Ltd.'s head office, maintaining polite and professional communication and appearance. Key responsibilities include:

Office Management

- Greet visitors, respond to phone calls and multiple email accounts, maintain security and manage all incoming and outgoing mail/parcels.
- Coordinate boardroom schedules and maintain boardroom organization, equipment and supplies.
- Coordinate employee equipment and supplies requests and maintain lunchroom, supply room and tech room inventory.

Administration

- Assist with data entry, document formatting and preparation, presentations, file management, etc., and maintaining company templates.
- Assist with booking and tracking training and travel for staff.
- Assist with event planning.
- Assist with recruiting and onboarding.
- Take and distribute meeting minutes.
- Coordinate printing and binding.
- Update and monitor database for clients/vendors/etc.
- Anticipate the needs of others to ensure their seamless and positive experience.

Mentorship & Growth

- Contribute to a positive team culture and help foster an environment of continuous learning.
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What You Bring


- Business Administration certificate or equivalent or 2-3 years experience in a similar role.
 - Be proficient in Microsoft Office (Word, Excel, Outlook, and Teams).
 - Ability to work independently and as part of a team.
 - Excellent organizational and time management skills
 - Good problem-solving skills.
 - Ability to work with little supervision and the ability to take initiative.
 - Knowledge of QuickBooks and BQE software.
 - Professionalism in dealing with confidential and sensitive information.
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Why Scheffer Andrew?

- Work with a dedicated, collaborative team on impactful local projects.
 - Supportive environment that values professional growth and innovation.
 - Opportunities to mentor and shape the next generation of engineers.
 - Competitive compensation and benefits.
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Ready to Join Us?

Please submit your **resume and cover letter** to:

 employment@schefferandrew.com

 Cover letters are required.

For more about life at Scheffer Andrew Ltd., visit www.schefferandrew.com.

We thank all applicants for their interest. Only candidates selected for an interview will be contacted.