

Administrative Assistant - Inspection

Saskatoon, SK

We are looking for an Administrative Assistant to join our team. The Administrative Assistant performs administrative duties in support of managers and employees in the Inspection department. They assist management in upholding company policies and best practices in administrative tasks. Approximately 80-percent of the Administrative Assistant effort is utilized on creating inspection reports and invoices with the remaining 20-percent utilized on assisting management in overseeing and achieving department administration goals.

Key Responsibilities:

- Prepare, edit, and proofread reports, invoices, presentations, and other documents
- Provide front-desk coverage by managing phone system and greeting guests
- Manage incoming/outgoing shipments for inspection department projects and equipment
- Record and prepare minutes for meetings
- Order inspection supplies and maintain inventory
- Maintain record management systems, customer database, customer portals, and company lists
- Process credit card payments
- Book approved inspection employee testing and training
- Perform data entry for inspection services
- Maintain an organized and clean office environment

Required Qualifications:

Education

- Certificate or diploma in Office Administration or relevant field

Experience

- Experience in a professional office setting

Knowledge/Skills/Abilities

- Proficiency in Microsoft Office at an intermediate to expert level
- Proficiency in Adobe Acrobat
- Ability to type 60 wpm or greater
- Knowledge of standard office equipment such as scanner, multiline phone system, etc.

Competencies:

- Customer Focus: Anticipating, meeting, and/or exceeding customer needs, want, and expectations
- Self-Starting: Demonstrating initiative and willingness to begin working
- Problem Solving: Defining, analyzing, and diagnosing key components of a problem to formulate a solution
- Interpersonal Skills: Effectively communicating, building rapport, and relating well to all kinds of people
- Time and Priority Management: Prioritizing and completing tasks to deliver desired outcomes within allotted time frames
- Teamwork: Cooperating with others to meet objectives
- Flexibility: Readily modifying, responding, and adapting to change with minimal resistance

About Us:

Kova Engineering Saskatchewan is a diverse and unique engineering and consulting company with over 25 years in the crane and lift equipment industry. We improve customer safety by providing outstanding engineering and inspection services. The key to our success is our employees who are hardworking, professional, and value the safety of their co-workers and our customers. For more information about us, please visit www.kova.ca.

Our values:

- Safety: we are committed to a diverse and inclusive culture to ensure the safety of our employees and customers
- Integrity: we are uncompromising in our honesty and integrity in everything we do
- Collaboration: we meet and exceed customer expectations through teamwork and collaboration
- Excellence: we achieve excellence by continuously improving all aspects of our business

We offer:

- A competitive wage
- Health and dental benefits
- Life, critical illness, and disability insurance
- Group retirement plan
- Employee assistance program