

Administrative Assistant – 1-Year Term Position Saskatoon, SK

We are looking for an Administrative Assistant to join our team for a 1-year term with the possibility of extension. The Administrative Assistant performs a variety of administrative duties in support of managers and employees across our company. They assist management in upholding company policies and procedures in administrative tasks. Approximately 70% of the Administrative Assistant's effort is utilized on creating documents and invoices with the remaining 30% utilized on assisting management to achieve department administration goals.

Key Responsibilities:

- Prepare, format, and proofread reports, invoices, and other documents
- Provide front-desk coverage by managing phone system and greeting guests
- Manage incoming/outgoing mail and shipments
- Record and prepare minutes for meetings
- Order office supplies and maintain inventory
- Maintain record management systems, customer database, customer portals, and company lists
- Ensure proper maintenance and operation of office equipment
- Coordinate travel arrangements for employees
- Organize and provide set up for meetings and company events
- Process credit card payments
- Book approved employee testing and training
- Coordinate onsite services with approved vendors
- Perform data entry for accounting 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:

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

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 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