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Administrative Assistant

Description

Whitehorse, Yukon

Castle Rock Enterprises has been a market leader in the areas of underground utilities (sewer, water, electrical), site preparation, quarry services, land remediation and trucking for over 25 years. Founded in 1995, the company was purchased by Dakwakada Capital Investments (DCI) in 2010, which has maintained its family-business culture. DCI is a privately owned investment firm in Whitehorse, Yukon that holds and manages most investment and business assets of the Champagne and Aishihik First Nation (CAFN).

On top of its reputation as a top-quality construction company, it includes being a 100% First Nations owned business in its competitive advantage. Castle Rock maintains strong partnerships with the CAFN and the broader Whitehorse and Yukon communities through many community giving and sponsorship programs.

One of the first companies in the Yukon to achieve COR Certification, the health and safety of employees, contractors and the public is an integral part of our daily activities and our most vital core value at Castle Rock.

Position Summary:

The primary purpose of this role is to provide administrative and reception support to the office, including letter creation, preparing presentations, and creating/maintaining various spreadsheet applications. Additionally, this role is responsible for answering and directing incoming calls and visitors appropriately, ordering office supplies, and for supporting office staff with mail distribution, maintaining kitchen facilities, booking meetings, arranging catering and other office and related administrative duties as required. This incumbent will also support aggregate sales by providing pricing to potential customers and taking and processing orders.

Key Responsibilities:

- Greeting and welcoming visitors
- Answer and manage incoming phone calls
- Support aggregate sales (pricing, taking orders)
- Respond to internal and external requests for information
- Perform data entry and other general office duties
- Provide administrative support to office staff including preparing presentations, creating and maintaining spreadsheet applications, and letter writing
- Collect, sort and distribute mail; receive courier packages and ensure timely deliveries
- Coordinate office supply orders and ensure adequate stock is on hand
- Ensure kitchen facilities and appliances are clean and maintained
- Responsible for catering orders and maintenance of meeting rooms, including clean-up

Hiring organization

INTS Consulting

Employment Type

Full-time

Job Location

Whitehorse, YT

Base Salary

\$ 25 - \$ 28

Date posted

2023-04-03

- Photocopying, faxing, mailing, and related duties as required
- Work with other administrative staff in the office on various projects and tasks as necessary
- Monitor the use of supplies for the staff kitchen, including making purchase recommendations as appropriate
- Maintain company phone directory and distribute to staff
- Coordinate the repair and maintenance of office equipment such as the phone system, mailing system, copy, fax, and related equipment
- Other duties as required

Requirements:

- Highschool graduation diploma. Post-secondary diploma in a related discipline is an asset
- Minimum of one year experience in office work or similar
- Advanced level skills in using fax, photocopier, and mailing system
- Excellent written and oral communication skills
- Excellent proficiency in MS Outlook, Excel, PowerPoint & the Internet.
- Strong telephone and related customer service skills
- Demonstrated excellence in organizational skills
- Ability to deal with contractors and suppliers of various office equipment including fax, photocopier, and mailing systems
- Proficient in both written and verbal English, with the ability to conduct professional conversations with customers regarding orders, effectively handle difficult or upset callers and communicate effectively with co-workers
- Service-oriented, organized and responsive
- Strong attention to detail

As a 100% First Nation-owned business, we strongly encourage submissions from qualified CAFN Citizens and First Nation Citizens from across Yukon and other territories and provinces.

While we thank and appreciate all applicants, only those selected for an interview will be contacted.

No phone calls or agencies, please.

Job Types: Full-time, Permanent

Salary: \$25.00-\$28.00 per hour

Benefits:

- Casual dress
- Company events
- Dental care
- Disability insurance
- Employee assistance program
- Extended health care
- Life insurance
- On-site parking
- Paid time off
- Relocation assistance
- Vision care

Flexible Language Requirement:

