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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

