

Administrative Assistant – Summer Student

SE Design and Consulting Inc. (SE Design) is a growing Civil / Municipal Consulting firm that provides engineering, project management, geomatics, and consulting services primarily within the northeastern region of Alberta. We pride ourselves on being innovative and capable of tackling new challenges, developing long-term relationships with our clients, and bettering communities through quality project delivery and community engagement. We provide consulting services from project inception to completion, starting with the preliminary engineering, planning and concept phases, followed by detailed engineering design, tendering, and project and construction management, all with a client-centered, value-added, and cohesive approach. If you are looking for a long-term career working with a supportive and close-knit team of technical and professional staff where you can advance your career, then SE Design is for you. We believe in treating our employees like family and we offer unique benefits that enable a healthy balance between personal life and a rewarding and fulfilling career.

SE Design and Consulting Inc. has a part-time opportunity for a summer student to fulfill an Administrative Assistant role to help our busy office with day-to-day office duties. Working hours to be determined with successful candidate.

Position Duties:

- Greet clients – notify staff member, offer coffee, be helpful.
- Answering dual-line phones, directing inquiries, and taking messages.
- General filing and organization of office files including digitizing hard copy files.
- Formatting and assembly of Tender and Contract Documents which includes printing, sorting, and binding of books, making PDF copies of documents, etc.
- Assisting in the maintenance of SE Design's safety program and COR certification, which includes recording monthly safety statistics, and updating vehicle maintenance records.
- Key coordinator of monthly safety meetings, including set-up, recording meeting minutes and scheduling.
- Maintaining and ordering office supplies as needed.
- Formatting of reports, proposals and/or other documents as required.
- Other duties as requested.

Qualifications:

- High School and/or Post-Secondary Education.
- Excellent communication skills, including teamwork and interpersonal skills.
- Knowledge of Microsoft Word, Excel, Outlook, and Adobe PDF.
- Strong organizational skills, managing multiple priorities in a timely manner.
- Ability to work in a fast-paced environment.
- Positive work ethic and adaptability to a variety of office duties.
- Ability to work effectively in a team setting.
- Valid class 5 driver's license.

Submit resume and cover letter to: engineering@sedesign.ca

For more information about our company visit our website at sedesign.ca.