



Quorex Construction Services Ltd. is a locally owned, leading construction company providing general contracting, construction and project management and design build services to our Western Canadian clients. Our projects encompass the commercial, institutional, multi-family, warehouse and industrial sectors.

We require an Administrative Assistant for our Regina office. This is a permanent full-time position.

Major duties include the following:

- Answering incoming calls and greeting walk-in customers
- Typing and assembling of contracts and related documentation
- Tracking of contracts and supporting documents
- Provide support to Project Managers as needed
- Maintain filing system
- Typing meeting minutes and various correspondence
- Maintain manual and electronic files and databases
- Sorting, organizing and dispersing all forms of communication including faxes and mail
- Updating of company website
- Maintaining and ordering supplies

The successful candidate should have a minimum of 5 years relevant experience and possess the following skills and abilities:

- Ability to communicate effectively and professionally with people at all levels within the organization and with external customers
- Ability to work independently and use sound judgement to establish work priorities and problem solve
- Ability to maintain sustained attention to detail and analyze information
- Commitment to excellence and strong work ethic
- Ability to work under tight deadlines and multitask
- Demonstrate a high level of confidentiality
- Positive, takes initiative, self motivated, a desire to be helpful and a team player
- Computer skills including Microsoft Office suite (must have an excellent working knowledge of Microsoft Word) and Adobe.

Come join a team where integrity, teamwork, quality and client satisfaction are part of our corporate culture. We offer competitive salary, performance-based bonuses, and extensive group insurance plan and a retirement program.

Benefits:

- Dental care
- Paid time off
- RRSP match

Schedule:

- 8 hour shift
- Monday to Friday

Please forward your resume to the attention of:

Quorex Construction Services Ltd.

1630A – 8th Ave

Regina, SK S4R 1E5

Email: t.zemluk@quorex.ca