



Administrative Assistant

Regina, Saskatchewan

The difference between a good company and a great company is its people. This concept is important to us at Quorex Construction. It is why we value qualities like co-operation, spirit, determination, and drive. We nurture these qualities and we encourage our people to do their best.

We are a multi-disciplined team of professionals who have been in the construction and development business for more than 30 years. Our team serves every client - large and small - with the same level of dedication and commitment. Our projects encompass the commercial, institutional, multi-family, warehouse and industrial sectors in a region continuing to experience economic growth and prosperity. Our communication skills and work ethics are the keys to our "teamwork builds quality" approach.

We require a permanent, part-time Administrative Assistant for our Regina office. Major duties include administrative duties assisting Project Managers within the office. Tasks may include assisting with Accounts Payable invoices/contracts including ensuring Subtrade documentation is in place, data entry, scanning/printing, meeting minutes.

The hours of work will be 8 hours per day, 2 days per week. Some flexibility can be provided however our preference would be for a fixed weekly schedule.

Applicants must have a good working knowledge of Microsoft Excel. Must be reliable, accurate and be able to work independently.

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

Please forward your resume to the attention of:

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