



Administrative Assistant

Saskatoon, 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, full-time Administrative Assistant for our Saskatoon office. 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
- Sorting, organizing and dispersing all forms of communication including faxes and mail
- 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, an extensive group insurance plan and a retirement program.

Please forward your resume by Monday, May 23, 2022 to the attention of:

Quorex Construction Services Ltd.
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Saskatoon, SK S7L 6H6
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www.quorex.ca