



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

Major duties include the following:

- Providing administrative support to our Project Managers, including collecting and assembling O&M manuals, proofreading documents, and other administrative tasks as required
- Contract management, including entering and editing contract information, assembling contract packages, collecting related documentation, and tracking and filing contracts and supporting documentation
- Planning annual staff events
- Maintaining manual and electronic files and databases
- Oversee collection of monthly inventory reports and fleet mileage
- Sorting, organizing and dispersing all forms of communication including faxes and mail
- Answering incoming calls and greeting walk-in customers
- Ordering and maintaining supplies and office equipment
- Assist with employee recruitment, including posting on recruitment websites and sorting resumes
- Typing meeting minutes and various correspondence

The successful candidate should have 2- 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 an extensive group insurance plan and a retirement program.



Benefits:

- Dental care
- Extended health care
- Vision Care
- Life insurance
- Paid time off
- RRSP match

Schedule:

- Monday to Friday, 8:00-5:00 p.m.

**Please forward your resume to the attention of:**

Quorex Construction Services Ltd.

1630A – 8<sup>th</sup> Ave

Regina, SK S4R 1E5

Email: [t.zemluk@quorex.ca](mailto:t.zemluk@quorex.ca)