

Administrative Assistant

Collicutt Energy Services Inc, a leader in the power generation industry, is currently seeking a full time Administrative Assistant to join our Santa Fe Springs location. We are looking for someone who is ready for the opportunity to grow with the company and challenge themselves.

Requirements

- 1 to 3 years' experience in an administrative role
- Business admin diploma would be an asset
- Conscientious, ambitious, and responsible individual
- Outgoing personality & ability to multi-task
- A love of people and high level of professionalism
- Excellent customer service, reliability and problem-solving skills
- with strong analytical and decision making skills
- Keen eye for detail
- Excellent knowledge of Microsoft Office and advanced computer skills
- Strong communication skills with the ability to effectively communicate with internally and external clients
- Able to operate multi switchboard
- Commitment to Collicutt Core Purpose and Core Values

Responsibilities

- Greet and assist visitors in a positive and welcoming manner
- Answer all incoming correspondence; multi-line phones, emails, faxes, etc., in a professional, timely manner, and ensure transfer to correct party
- Gather and submit the bi-weekly payroll package to head office
- Daily mail/courier
- Manage fuel cards
- Manage visitor sign-in, phone lists and companywide correspondence
- Order office supplies, business cards/name plates and be accountable to the stationary budget given for the year
- Perform other clerical duties such as filing, photocopying, collating, faxing etc.
- Ensure kitchen and office supplies do not run out by completing a weekly checklist
- Maintain an accurate and organized filing system
- Maintain the appearance of the reception area, boardroom and supply room
- Assist in the orientation of new staff, such as security information, create security badge, voicemail instructions, P Drive, email signature, etc.
- Put together and enter expense claims as required
- Manage security badges
- Assist with event organization
- Deposit cheques
- SAP data entry
- Assist with special projects as required
- Assist Sales, Service, Parts and Project Management staff as required
- All other duties as assigned

We offer a comprehensive compensation package including: Competitive salaries based on experience, Medical, Dental, and Vision benefits, 401k with matching, paid holidays and vacation and Life and AD&D insurance.

Our atmosphere is professional with a high value placed on teamwork, fun, professional growth and providing excellent

service to our customers. If you are interested in being a part of the Collicutt team, please submit your resume, cover letter and availability date.

Collicutt follows the principles of equal opportunity in regards to its hiring and promotion procedures. Collicutt does not discriminate based on items such as race, gender, origin, religion, sexual orientation, veteran status or any other classification protected by federal or state law.

*No One Gets Hurt ~ We Are Like a Family ~ Do What's Right ~ Do What You Say ~
~ It's Fun to Win ~ Finding a Better Way*

