

## **ADMINISTRATIVE ASSISTANT – Parental Leave term (18-24 months)**

Collicutt Energy Services Corp, recognized experts in engine rebuilds and servicing and a leader in the natural gas and diesel power generation industry, is currently seeking to fill an ADMINISTRATIVE ASSISTANT role for our Red Deer Head Office to join our growing team. We are looking for a versatile team member to assist with a diverse array of tasks and responsibilities and who is ready for the opportunity to grow with the company and challenge themselves.

This position will cover an **18-24 month** parental leave, on-site in our Red Deer headquarters.

The hours are Monday to Friday, 8:30am – 5:00pm

### **Primary Job Functions:**

- Provide administrative assistant support to human resources, payroll and other departments as required
- Provide backup to Executive Assistant and backup to other positions when requested
- Assist with time entry review and approval for bi-weekly timesheet processing
- Booking travel and hotels as needed
- Create and coordinate onboarding experience for new employees
- Ordering uniforms
- Manage coveralls
- Assist with office set up
- Coordinate desk & office space as needed
- Manage driver insurance for USA and Canada
- Update Organizational Charts on a monthly basis
- Send birthday/work anniversary emails
- Keeping archive room organized
- Coordinate & assist with company event organization
- Ring central support (main switchboard and phone system platform)
- Manage Service Award program
- Maintain the appearance of the reception area, boardroom and supply room
- Building forms
- Document control
- Back up to all receptionist responsibilities, such as filing, photocopying, couriers, phone list, ordering business cards, sending weekly reports, etc.
- Greet and assist visitors in a positive and welcoming manner
- Maintain security by following procedures and controlling access (visitor sign in, issue visitor badges)
- Commitment to Collicutt Core Purpose and Core Values
- All other duties & requests as required

### **Qualifications and Education Requirements**

- Certificate or diploma in Administration
- 3+ years of experience in an administrative role
- Business or office diploma/certificate an asset

### **Required Competencies:**

- Excellent organizational skills with a strong ability to communicate effectively, both verbally and in writing
- Self-motivation; the ability to work in a very dynamic environment
- Creating a positive and welcoming work environment
- Strong attention to detail and accuracy
- Excellent knowledge of MS Office, Adobe Acrobat XPro or equivalent, Visio, Illustrator, Photoshop, etc.
- Effective time management, including the ability to anticipate and deal with the effects of change
- An ability to address issues with certainty, assertiveness and with the company's best interests at the forefront
- Outgoing personality & ability to multi-task

- Positive energy working with people and demonstrated high level of professionalism
- Excellent customer service, reliability and problem-solving skills with strong analytical and decision making skills
- Keen eye for detail
- SAP or related ERP system experience is an asset
- Ring Central experience an asset

The potential for success with our expanding, progressive, privately owned business is unlimited. We recognize our team members as individuals, and consider mutual RESPECT to be the key to building a cohesive, productive Team.

We offer a comprehensive compensation package including: solid group benefits, RRSP matching, referral bonus, course reimbursement and access to world class medical specialists through our unique Best Doctor's program as well as an Employee Assistance Program.

Please submit your resume in confidence, along with your salary expectation, and availability date by responding to this ad.

*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*

