



Job Title: Administrative Assistant

Job ID #: RCTV-19006

Location (City, Province/State): Jasper, AB and Barriere, BC

Category: Administrative

Position Summary:

As the Administrative Assistant, you are an integral part of the Pipeline team and will be responsible for a variety of administrative tasks to meet the technology and administration requirements for our projects. This is a fast-paced role and is a good fit for you if you have completed post-secondary coursework in office administration or have previous experience in a similar role.

Responsibilities:

- Address or direct e-mail and telephone inquiries as required
- Facilitate new hire setup and the review of cell phone, laptop and iPad tracking and billing.
- Review fuel card tracking and billing.
- Assist with the coordination of meetings including; scheduling, booking resources, compiling required materials and making catering arrangements.
- Administer weekly meeting minutes for Sr. Managers.
- Coordinate travel for Project Staff.
- Maintain and updates various contact and distribution lists for the department.
- May perform other duties as required.

Requirements:

- Completion of some post-secondary course work in administration or previous experience in a similar role.
- Experience using MS Office applications (including Word, Excel, Outlook, PowerPoint, Visio).
- Solid keyboarding skills with the attention to detail to find and correct errors in documents.
- Strong problem solving, verbal and written communication skills.
- Strong interpersonal and organizational skills.
- Ability to work independently, manage multiple tasks and set priorities.
- Capable of understanding and following written procedures.

Work Conditions:

- 15 days on 6 days off, 12-hour shifts, mainly in the field office.
- Prepared to work in all types of weather

Please submit cover letter and resume via email to tmepecareers@simpwresourcesgroup.com with the Subject Line: **ID#RCTV-19006 – Administration.**

OR;



Via ground mail to:
Simpcw Resources LLP
P.O. Box 1287
Barriere, BC V0E 1E0
ATTN: Human Resources
RE: ID# RCTV-19006 – Administration