



OFFICE ADMINISTRATIVE ASSISTANT

Presented by Thornhill Employment Hub on behalf of a local employer seeking to fill this position.

Position Type: Full-time, permanent

Location: Toronto, ON

Compensation: Compensation based on experience. Benefits provided

Qualifications (Preferred):

- High school Diploma
 - Must be fluent in English
 - 2-5 years administrative experience
 - Must be reliable, punctual, responsible and hard-working
 - Must be able to work in a team and independently
 - Exceptional organizational and planning skills
 - Service oriented approach internally and externally
 - Experienced managing confidential information
 - Effective oral and written communication skills
 - Proficient working knowledge of Microsoft Office (Microsoft Project, Word, Excel, PowerPoint, and Outlook)
 - Knowledge of Procore, Fingercheck and Asset Panda is an advantage
 - Tracking daily progress with and weekly reports
 - Keeping track of extra and change orders
 - General construction knowledge in an asset; understanding terminology and processes to properly draft correspondences
 - Ability to read and understand working drawings and specifications is an asset
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Responsibilities:

- Assisting in daily office needs
- Managing the company's general administrative activities
- Prepare reports, meeting minutes, communications and composing/editing a variety of documents using Word and Excel
- Writing and distributing email, correspondence memos, letters, faxes and forms
- Keep track of extras and change orders
- Submitting and reconciling expense reports
- Ensure scheduled reports are accurately completed in a timely manner
- Order materials as needed and track deliveries
- Support new hire set-up and orientated
- Providing support to management and employees
- Acting as the point of contact for internal and external clients
- Update and develop office policies and procedures
- Develop and maintain a well-organized filing system that permits easy reference and rapid retrieval of information
- Assist with organizing and scheduling meetings
- Answering and directing calls

For personalized employment support and resources, contact us at 905-707-7332, email us at info@thornhillhub.com, or visit www.thornhillhub.com

- Maintain contact list

The selected candidate will be required to become proficient in the following software programs for desktop and mobile use:

- Procore
- Fingercheck
- Asset Panda