

## **Administrative Assistant**

At [Bridge Electric](#) two days are rarely the same. We like to mix up the daily routine with new tasks and challenges. These tasks and challenges can test your ingenuity, problem solving, and attention to detail. If you are an experienced professional looking for new challenges or a recent grad looking to gain experience and are someone who loves a challenge, we have the job for you.

### **Job Description Summary**

You will be engaged in a variety of tasks from week to week, so you'll need to be a fast learner with an appetite for the unexpected with solid computer skills. You need to be accurate, and exercise a high attention to detail. We are looking for someone who understands the importance of the little things. Most importantly, we're looking for someone who's adaptable and independent: someone who has the resilience to handle multiple deadlines, the resourcefulness to solve problems on their own, and isn't afraid to suggest new ways of doing things.

### **Job Description**

#### **Duties & Responsibilities:**

- o Maintain employee records and office filing
- o Assist Project Managers with various tasks
- o Special event planning (work socials, meetings, etc.)
- o Send and receive packages/deliveries
- o Answer phones, provide information for clients and contractors, and direct calls
- o Occasionally drive locally for daily bank run

#### **Qualifications:**

- o Strong computer skills, including MS Office, especially Excel
- o Experience with administrative tasks (an asset)
- o Experience with event planning and administration (an asset)
- o Experience in electrical/construction (an asset)
- o Driver's license and ability to travel locally
- o Fluent in written and spoken English
- o Be a Canadian citizen, permanent resident, or hold a valid work permit

This is a full-time, permanent position, with hours from 8:30am to 5pm, Monday to Friday. You will receive a progressive salary, commensurate with your skills and experience. We offer a benefits package, RRSP top up program, and profit sharing that increases based on years of service. We also hold awesome social events where people can get to know one another and have a good time together.

We're dedicated to our employees because we know that if they don't thrive, neither do we. There will be plenty of opportunity for you to grow in your areas of interest here, expanding your impact and your earning potential. Once you have learned all you can through on-the-job training, if you have an appetite for more, we provide opportunities for further growth through formal education.



**How to Apply**

Send your resume and cover letter (optional) to [AdminAsst@bridgeelectric.com](mailto:AdminAsst@bridgeelectric.com).

Please include in your application the best times to be contacted by phone.

We thank everyone for their submissions and will contact those we would like to discuss the position with further. Thank you for your interest in Bridge Electric Corp.