

Administrative Assistant - Calgary

Tower Engineering is looking for an office Administrative Assistant for our Calgary Location. This person will provide efficient and effective administrative support within the Admin and Financial Departments. This position requires regular office attendance and working remotely is not available.

Responsibilities

- Issue invoices to customers
- Issue monthly customer statements
- Update customer files with issued invoices
- Reception type duties; answering phones and greeting clients
- Manage incoming mail; open, date stamp and distribute as required.
- Manage and book travel requests.
- Prepare standardized documentation for permits
- Review employee expenses and timecards.
- Other duties and project work as needed.

Qualifications

- Undergraduate degree in a related field such as Accounting or Finance an asset
- Minimum 1 year experience in an office environment, preferably in an Accounts Receivable Department
- Proficient in MS Office (Word, PowerPoint, Outlook and Excel)
- Highly developed interpersonal skills and strong customer service orientation
- Sense of urgency and strong commitment to achieving goals
- Ability to forge, grow and maintain positive relationships with multiple groups
- Strong written and oral communication skills
- Able to manage multiple priorities simultaneously and meet the time demands of unpredictable activities; capable of handling pressure and challenges in a dynamic business environment
- Ability to work within tight deadlines and prioritization of work to achieve them
- Strong organization, analytical, critical thinking, problem-solving skills, and a high degree of accuracy and attention to detail
- Strong customer service orientation

About US

Tower Engineering started in 1997 and offers structural, mechanical, and electrical engineering services. The head office is in Winnipeg, Manitoba and a branch office is in Calgary, Alberta. The firm employs over 50 full-time personnel. Offering a respectful workplace, we celebrate a diverse resource pool of professional, technical, and administrative staff who originate from all over the world. Over the years, we have worked with many Indigenous communities to complete projects in northern, remote, and urban area. We deliver confidence through a client-centered approach that ensures the highest quality of service, reduces risk, and delivers results.

Please email your resume to JShotton@towereng.ca

Only candidates being considered for an interview will be contacted directly.