



Administrative Assistant

BLDG Services Group Inc, a green facility management and building optimization company, is currently seeking an Administrative Assistant. The position requires an individual who has excellent people skills as it will require client interaction. The successful applicant will be responsible for performing general office admin duties and specific duties including but not limited to:

- Administration of access control systems
- Customer relations
- Procurements and vendor communications
- Generating and maintaining forms and templates
- Reception
- Accounting data entry functions

Qualifications include:

Education:

- Completion of High School (is required)
- Administrative Diploma (is a definite asset)
- Basic knowledge of accounting principles
- Demonstration of an on-going commitment to education

Experience:

- Minimum 5 years related experience
- Must be highly proficient with MS Office and Windows
- Must be experienced in data entry into an accounting system (QuickBooks preferred)

Qualifications:

- Class 5 driver's license and must have own transportation
- Strong work ethic and flexibility
- Excellent problem solving skills
- Aptitude for lateral reasoning and creative thinking
- Proven ability to take initiative and identify efficiencies
- Attention to detail and excellent accuracy
- Ability to follow and construct detailed procedures
- Must be bondable

Benefits:

- Group Health Plan
- Profit sharing
- Opportunity for advancement
- Education and training program
- Assistance with relocation for out of province hires

Salary:

- At industry rates

Interested individuals can, in confidence, submit a resume, references and covering letter to employment@bldg-inc.ca or by fax to (780) 669-5814.