

Lacasse Construction (lacasseconstruction.ca) is Comox Valley owned and operated Construction Company that focuses on Residential, Commercial and Industrial construction. We have a solid reputation in the Comox Valley centered on the quality of our work, our commitment to safety and our dedication to our projects and our clients.

We have an immediate employment opportunity for an Administrative Assistant to join our construction team. This part-time position will report to the Administration and Operations Managers and responsibilities will include:

- Office management support including invoicing and vendor management
- Document formatting and tracking
- Receive, open, sort, and forward mail as required
- Organize shipping, courier and other logistics as required
- File management, including creation of new files, filing and archiving
- Monitoring, maintaining and ordering office supplies
- Light cleaning duties

Qualifications:

If you are a motivated, safety conscious, positive person with the following qualifications, we would like to hear from you.

- A certificate or diploma in business administration or related field. Current students in these disciplines will be considered.
- 1+ year's administrative experience, experience working at a construction company an asset.
- Strong computer skills including advanced working knowledge of Microsoft Office Suite (Outlook, Excel and Word).
- Confident and courteous communicator
- Quick learner with strong problem solving skills
- Ability to prioritize and exercise sound judgment.
- Ability to work independently, seeking out further information or clarification when needed.
- A positive and energetic approach

Apply Now

Wage for this position will be commensurate based on qualifications and experience. Interested applicants can send a resume and cover letter to vicky@lacasseconstruction.ca. **Applications will be accepted until October 5, 2018.**

Thank you for your interest – The Lacasse Construction Team