

Full Job Description

Project Administrative Assistant

Osprey Electric is currently seeking someone exceptional to join our team for a full-time permanent position. The ideal candidate will be a problem solver who has excellent communication skills and impeccable attention to detail. The candidate should also have experience working in an office environment, performing administrative tasks, and providing support to coworkers. An ability to multitask, manage complex schedules, and meet changing deadlines is essential to the position. Someone willing to jump in where needed to get the job done.

Why Work for Us?

- High Staff Retention Rate. People want to work for us because our company is full of good people.
- Opportunities to grow your career. Soft skills training and professional development. after the probationary period.
- Top Notch Benefit Package that includes Extended Health- Dental & Wellness Spending Account
- Matching RRSP after one year
- Donuts, Coffee, and Erasable pens!

Responsibilities will include but are not limited to:

- Answering incoming phone calls
- Invoicing for 30 Divisions and helping in other divisions where needed.
- Assisting Project Managers in day-to-day tasks
- Pulling and submitting inspections of Electrical Permits
- Ensuring all associated paperwork is received and filed with the proper job.
- Helping Team Leader where needed -setting up flights, ferries, etc.
- Intermediate skills in MS Office, word, excel, and Outlook.
- Administrative duties, filing and ordering office supplies.
- Attention to detail, and ability to multi-task in a dynamic work environment.
- A host of other needs as we have lots going on!

Additional Skills recommended but not required:

- 2 to 4 years of related experience
- Strong scheduling skills

- Commitment to customer satisfaction
- Experience in Electrical Construction
- Knowledge of AR and AP
- Team player

Please email resumes applying via email. No phone calls are accepted, and we appreciate you taking the time to apply however we will only be contacting shortlisted candidates.

Job Types: Full-time

Benefits:

- Dental care
- Extended healthcare
- RRSP match
- Wellness Program

Schedule:

- 8-hour shift
- Monday to Friday

Ability to commute/relocate:

- Campbell River, BC: reliably commute or plan to relocate before starting work (required)

Education:

- Secondary School (preferred)

Experience:

- Office: 2 years (preferred)
- Administrative experience: 2 years (preferred)