



Position Status:	Full-Time
Employer:	CAPITAL ENGINEERING
Available:	Immediate
Description of the Position:	<p>Reporting to the Human Resources Lead, the successful candidate will provide reception and administrative support on a full time basis. The components and associated responsibilities are as follows:</p> <p>Reception :</p> <ul style="list-style-type: none"> • Answer the telephone, handle inquiries and/or direct appropriately • Greet visitors • Maintain and keep tidy the reception area at all times. • Sort and deliver in-coming and out-going mail, courier deliveries and faxes • Coordinate travel for staff • Monitor stationary and health and safety supplies and order as required • Book the boardroom and assist in preparing the room for meetings (includes arranging lunch) and assist with clean up • Coordinate maintenance of office equipment • Maintain and update (as necessary) the staff directory. • Perform reception duties in an efficient, professional and courteous manner. • Maintain regular consistent and professional attendance, punctuality, personal appearance, and adherence to relevant health & safety procedures. • Pursue personal development of skills and knowledge necessary for the effective performance of the role. <p>Provide administrative support to the following:</p> <ul style="list-style-type: none"> • Partners • Human Resources/Accounting • Document Control • Social Events and Corporate Challenge <p>The administrative responsibilities associated with the above includes but are not limited to the following:</p> <ul style="list-style-type: none"> • Draft letters, minutes and related program documents • Ongoing and timely data entry of information • Maintain and organize filing • Assist with human resources related activities, e.g.



	<p>schedule interviews, orient new staff/students to Capital's phone system, work space arrangements, security fob, etc</p> <ul style="list-style-type: none"> • Provide back up to other administrative personnel as required
Education and Experience:	<ul style="list-style-type: none"> • Community College diploma or equivalent work experience
Other Skills and Qualifications:	<ul style="list-style-type: none"> • Excellent interpersonal, verbal and written communication skills as well as attention to detail • Maintain a high level of professionalism at all times • Must be proficient in Word, Excel, PowerPoint, etc. • Demonstrated ability to handle multiple projects concurrently and meet deadlines • Ability to work under pressure • A high-energy self-starter and shows initiative • Able to thrive in a team environment
Deadline for Application:	ASAP
Submit Resume by E-mail, hard copy or fax	<p>Kristen Carter Capital Engineering 14535-118 Ave. Edmonton, AB T5L 2M7 Fax: (780) 488-2460 Email: kcarter@capitaleng.ca</p>
What's in it for you?	<ul style="list-style-type: none"> - Excellent compensation & health benefit package; - Opportunities for continuing advancement through training and learning new skills; - Excellent work environment, free parking and nearby public transit; - Exercise gym & games room with change rooms & showers, including: treadmills, stationary bicycles, elliptical machines, universal gyms, and free weights; - A work-life balance and a 4-day summer work week; - Opportunities to join the Employee Social Club and participate in the Edmonton & Area Corporate Challenge

Capital Engineering is an equal opportunity employer and we thank all applicants for submitting their resume; however, only those candidates considered for employment will be contacted.