

Job Openings > Job Openings > Office mgr, receptionist Ad Number: 231531

Administrative Assistant

Type: Full Time

Start Date: Closing Date: Sat, Feb 1st 2025 Fri, Feb 28th 2025

Key Benifits:Dental care Extended health care Life insuranceEmployer:Paul Bros Nextreme, Inc

NEXTreme Inc. is a prominent steel manufacturing and construction company based in Yellowknife, NT. Our diverse range of services underscores our commitment to excellence and innovation in the industry.

Position Overview: We are seeking a dynamic Administrative Assistant to join our dedicated team. The ideal candidate will embody exceptional customer service, a keen attention to detail, and a proactive approach to tasks.

Key Responsibilities:

Professionally manage inbound calls and ensure timely and accurate message relay.

Warmly greet and assist customers and employees, showcasing a genuine interest in understanding our business operations.

Support the Human Resources department by assisting with applicant screenings and creating compelling job advertisements.

Handle general administrative tasks, including data entry, scanning, and digital file management.

Maintain organized electronic and physical filing systems.

Manage incoming correspondence.

Troubleshoot basic technical challenges related to office equipment.

Exhibit a strong sense of urgency and adept problem-solving skills.

Arrange essential appointments and facilitate security screenings as required.

Coordinate logistical aspects of projects, including travel bookings and project direction.

Assist in scheduling and task assignment for both short-term and long-term construction and manufacturing projects.

Demonstrate a proactive approach to learning and research to familiarize oneself with the manufacturing and construction sectors.

Qualifications:

Proficiency in Microsoft Excel, Word, and Outlook is essential.

Strong written and verbal communication skills.

Prior experience in Human Resources is considered an advantage.

High School Diploma required; additional certifications or training in administrative roles are beneficial.

Familiarity with software such as Adobe, Bluebeam, and design tools is an asset.

Demonstrated commitment to customer service excellence.

Ability to work autonomously while maintaining focus on business-specific tasks.

Exceptional time management skills with a focus on prioritization and task completion.

Proven reliability, initiative, and the ability to thrive in a fast-paced office environment.

Additional Requirements:

Reliable transportation for daily commuting. Willing to relocate

How to Apply: We invite interested candidates to submit their applications. Successful applicants will be contacted via email and phone. All other submissions will be retained for future consideration for a period of three months.

Join us at NEXTreme Inc. and be part of a team that values dedication, innovation, and growth.

Job Type: Full-time

Printed: Wed, Feb 5th 2025

Location: Yellowknife, NT Posted: Jan 13th 2025 at 1:53pm



Pay: \$20.00-\$25.00 per hour

Expected hours: 40 per week

Additional pay:

Overtime pay

Benefits:

Dental care Extended health care Life insurance

Flexible language requirement:

French not required

Schedule:

8 hour shift Monday to Friday

Application question(s):

Are you willing to relocate to Yellowknife, Norwest Territories?

Education:

YKTrader Classifieds Ltd.



Secondary School (preferred)

Experience:

Administrative experience: 1 year (required) Front desk: 1 year (required)

Work Location: In person more info is available for this ad at www.yktrader.com