

Title: Administrative Assistant
Reports To: Senior Administrator
Direct Reports: none
Issue Date: October 26, 2019

Version: 3.1

General Description:

Primary responsibility is to assist with the day-to-day administrative functions of Prime.

Leadership:

- Represent Prime Engineering Limited in a positive way both internally and externally
- Work to achieve overall company goals
- Foster teamwork
- Take personal responsibility, and foster team responsibility, to work safely

Responsibilities:

- Abide by Prime Engineering Quality Standards at all times
- Receive and direct telephone calls, receive and direct visitors
- Process and distribute incoming and outgoing mail/courier packages
- Coordinate freight logistics – prepare, plan, and organize shipping of equipment
- Update Teamwork as requested by division managers
- Coordinate and book travel arrangements, including conference travel
- Maintain office supplies; ensuring office equipment is functioning and serviced regularly
- Data Entry as required
- Schedule and coordinate meetings and events, book meeting rooms; maintain company calendar
- Maintain reception area in an orderly manner and ensure kitchen closure procedures are completed daily
- Create labels for various departments including MSDS labels, arc flash labels, etc.
- Scanning and copying materials as required
- Filing
- Create standard electronic documents in a variety of software applications including MS Outlook, Word, Excel, PowerPoint, and Access
- Prepare documents and minutes for various meetings, as requested
- Event organization and execution, in collaboration with Human Resources
- Administer parking
- Coordinate breaks with other administrative staff to ensure reception is always staffed during regular work hours
- Fleet vehicle tracking
- Various ad-hoc administrative tasks including, but not limited to, supporting various divisions as required

This description is not a comprehensive listing of activities, duties, or responsibilities that may be required. Other duties, responsibilities and activities may be assigned or may be changed at any time with or without notice.

Required Competencies:

- Capable of assuming responsibility and exercising independent judgement
- Able to evaluate assignments, determine procedures, and implement solutions, prioritize work to meet objectives
- Excellent written and verbal communication skills, with tenacity to resolve issues in a timely manner
- Effective time management skills with the ability to multi-task and work on multiple projects concurrently under strict deadlines
- Able to adapt quickly to changing work demands without compromising accuracy and quality of work
- Self-directed – able to work under limited supervision
- Outstanding client service
- Self-motivated, demonstrated initiative with a strong sense of urgency
- Ability to work effectively in a multidisciplinary team and interact with staff at various levels of the organization

Qualifications:

- 2-5 years of experience in administration
- Experience with regular client interaction
- Strong computer proficiency including all areas of MS Office skills
- Demonstrated document management, administrative writing, data entry, general math skills
- Strong analytical skills
- Strong team focus
- History of demonstrated professionalism in managing sensitive & confidential information

Measures of Performance:

- Ability to manage work to deadline
- Quality of process, production, and documentation
- Communication and collaboration at all levels
- Customer satisfaction
- Adherence to Prime safety and training requirements