

## Intermediate Administrative Assistant

At Great Northern Engineering Consultants Inc. (GNEC) we believe that people are our greatest asset. We provide an environment for employees that encourages them to perform to their highest potential, is respectful, and provides opportunities for their professional growth.

GNEC is a progressive engineering consulting company specializing in the design of: Roadway Lighting, Traffic Systems, Intelligent Transportation Systems (ITS), Building Systems, and Power Distribution. GNEC is a wholly owned subsidiary of TWD Technologies Ltd – and we are growing.

We are looking for a highly motivated individual to join our team in the role of a part-time **Intermediate Administrative Assistant**. The ideal candidate will be comfortable with minimum supervision and be results driven. This role will be based out of our Sherwood Park office and will report to the Regional General Manager.

### What You'll Be Doing:

- General office administration including keeping inventory and ordering office supplies, and general tidying and upkeep of the office area;
- Coordination of maintenance and external contractors for the office building;
- Assist with project coordination with regards to project folder set up, reporting, progress meeting minutes
- Coordinate with staff members and IT Department for IT tasks and requirement
- Data entry, filing, organization of documents and network project folders, and updating spreadsheets;
- Assistance to Accounting with basic invoicing and accounts receivables collections;
- Searching for new business opportunities via corporate websites, contacting clients, public RFPs and tender listing sites;
- Data entry of business opportunities into ACT Software and generation of reports for business development team;
- Tracking progress of proposals from initiation to submission including following up with post-submission award status;
- Support the local proposal review meeting; generating reports and updating ACT software with current status
- Assist the business development team with proposal generation, editing and formatting; assist with creating templates for proposals and generate relevant resumes and promotional materials;
- Updating of the internal intranet site with historical and current projects;
- Assisting with the creation of promotional materials and email campaigns;
- Support corporate events including golf tournaments, lunches, presentations, attendance at conferences, as well as internal events including birthdays, lunches, etc.;
- Undertake regular sanitizing of common office areas in accordance with COVID19 Safety Plans.

### What You'll Need:

- Fluency in English;
- 5+ years of relevant experience in office administration;
- Strong written and verbal communication skills;
- Strong computer literacy including intermediate to advanced experience with Microsoft products and other typical office software;
- Experience with proposal writing, business development and marketing is preferred;
- A bachelor's degree or diploma in business administration or related field is considered an asset;
- Basic understanding of accounting principles (invoicing, accounts payable, accounts receivable, etc); is preferred
- Ability to multi-task in a fast-paced office environment;
- Training for ACT Software (Data Base system) will be provided



**What we offer:**

- Part time employment (approximately 24 hours per week to start) with the possibility of moving to full time
- Flexible work schedule – core business hours 9am – 3pm
- Competitive salary commensurate with qualifications and experience

We look forward to hearing from you, please submit your resume to: [careers@gnec.ca](mailto:careers@gnec.ca)