

NOW HIRING | ADMINISTRATIVE ASSISTANT #22-AA

For 30 years, Peak Construction Group has been providing quality construction management services. As we continue to expand our work on exceptional and exciting projects throughout Canada and the USA, we are seeking driven and dynamic individuals to join the Peak team.

We are currently seeking an Administrative Assistant with an aptitude for marketing and technology to support our team in the South Surrey head office. This role will provide administrative and marketing support to the management team.

Who You Are:

You are a personable administrative professional with a sharp eye for detail. You are well-versed in the full Office 365 suite, including Excel and PowerPoint. You have strong organizational skills and are comfortable with technology.

Key Responsibilities:

- Prepare, edit, produce and maintain documents such as forms, spreadsheets, correspondence, proposals, agendas and information logs
- Support file management and document control using Sharepoint libraries
- Support social media and website content creation, publishing and management
- Support and coordinate the production and assembly of proposals and other documents, including helping gather information, ensuring compliance, proofreading, editing, formatting and adjusting layout to deliver a professional end product
- Format and proofread highly technical documents
- Create and maintain marketing assets such as project profiles and personnel resumes
- Create and update forms and documents using Word, Adobe and Microsoft Forms
- Create and/or edit graphic documents for both online and print documents
- Assist with employee onboarding and other tasks
- Maintain corporate filing and recordkeeping
- Assist in the organizing and execution of employee and corporate events
- Other administrative duties as required, including occasional reception coverage.

Experience and Qualifications:

- 2+ years recent experience in office administration or marketing is required
- Post-secondary education in administration or marketing is an asset
- Strong computer skills in a Windows environment with a high proficiency in Office 365 (Outlook, Word, Excel, PowerPoint and Teams) is required
- Experience in Canva and/or the Adobe suite is an asset
- Solid knowledge of online cloud-based file management, specifically Sharepoint Online, is an asset
- A valid drivers' license is required

Skills and Attributes

- Excellent written and spoken communication skills
- Ability to work effectively under pressure, meet deadlines and effectively handle multiple tasks
- Self-motivated and solution-oriented with a high degree of accountability and a can-do attitude
- Comfortable working with a variety of personalities

If this sounds like a match, please forward your resume and cover letter, in pdf format, referencing position #22-AA to mail@peakgrp.com

