

ADMINISTRATIVE ASSISTANT / ACCOUNTING CLERK

Westmark Construction is a successful General Contractor active on Vancouver Island and the Lower Mainland for over 30 years. We have an immediate opening in Nanaimo for an experienced **Administrative Assistant / Accounting Clerk**.

As the Administrative Assistant to the Office Manager and Project Coordinator, you will perform a wide variety of administrative support services to contribute to the efficient and professional operation of a busy General Contractor's office.

GENERAL OFFICE OPERATIONS

Reception duties, answering phones, greeting visitors to the office.

Receive information into the office by hand, by phone, by regular mail, e-mail or fax, and route to appropriate personnel

Processing of Word and Excel documents as required.

Filing and records management, including digital files within a networked office.

Monitor and maintain office and cleaning supplies.

ACCOUNTS PAYABLE

Prepare accounts payable for data entry

Filing of invoices and payments, reconciliation of vendor statements

CONSTRUCTION PROCESSES

Assist in preparation of client contracts

Assist with preparation and monitor documentation from consultants and engineers

PAYROLL

Review time sheets for accuracy

Prepare bi-weekly payroll for data entry by bookkeeper

Monitor apprentice reporting to Industry Training Authority

IT & OFFICE EQUIPMENT

Liaise with IT service providers and tech support to ensure communication systems function properly:

- Computer systems, backup systems, security, internet

- Phones, fax, copiers, printers, scanners

SKILLS REQUIRED

5 years experience in a similar position

Advanced Microsoft Excel and Word

Microsoft Outlook, Adobe Acrobat

Above average math skills

Keyboarding 50 wpm

Familiarity with Quickbooks an asset. Experience in bookkeeping an asset

Ability to organize, multitask, prioritize and work under pressure

Solid communication skills, both written and verbal

Accurate and attentive to details

Salary commensurate with experience.

Please apply by e-mail to: valerie@westmarkconstruction.ca, or by fax to 250-729-7549. No phone calls please.

Please send your resume as a pdf. Resumes sent as open Word documents will not be opened.

Only short-listed candidates will be contacted.