

Title: Office Administrator

Term: Permanent, Full-Time

Location: Kamloops, BC

Date Posted: August 22, 2017

Closing Date: Open Until Filled

ROKSTAD STRATEGIC INTENT

We are the only family-orientated energy infrastructure company that employs highly-skilled professionals who deliver industry-leading solutions and techniques that enable power system owners and operators -- across North America and expanding around the world -- to deliver power in an era of aging infrastructure and increasing energy demands.

SUMMARY

The Office Administrator presents a positive and professional image of the organization on the phone and in person to all employees, and visitors. The role is responsible for a variety of office administration duties. The role calls for flexibility, a willingness to help with an enthusiastic personality and the desire to assist with special projects as assigned from time to time.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Respond to telephone, e-mail, and in-person inquiries from employees, clients, business partners, and other parties;
- Compile, copy, sort, file, and distribute documents according to various business unit standards and processes;
- Collect and submit timesheets daily ensuring hours and cost codes are correct and all employees are accounted for;
- Creation and maintenance of filing systems, physical and electronic;
- Take and record telephone, e-mail, or written messages for staff members;
- Administer and manage inbound/outbound mail, including priority post, packages, courier services, and other correspondence;
- Operate office machines, such as photocopiers, scanners, facsimile machines, voicemail systems, etc.;
- Distribute faxes and email that are received from general mail boxes;
- Monitor, stock and order office supplies required for basic daily operations;
- Provide information to staff and/or clients about special activities;
- Ensure that the appropriate evacuation procedures are carried out in the event of an emergency;
- Observe and report any security and maintenance issues;
- Assist in arranging travel bookings and ground transportation when required;
- Other related office duties as required.

JOB REQUIREMENTS

- Strong computer skills including Microsoft Word, Excel, PowerPoint and Outlook;
- Strong interpersonal and communication (both written and verbal) skills and the ability to work well with employees at all levels of the organization;

- Ability to work well individually and as part of a team;
- Strong organizational and time management skills to thrive in a fast paced environment with firm deadlines and multiple, concurrent assignments;
- Basic bookkeeping knowledge;
- Professional demeanor, a self-motivated attitude and highly detail-oriented practices;

EDUCATION, EXPERIENCE AND/OR CREDENTIALS

- Post-secondary education or a combination of relevant training and related experience;
- Minimum two (2) years' experience in a similar position.
- Proficiency with computer applications, including Microsoft Office suite;
- SharePoint or database experience an asset;
- Construction industry experience an asset.

CORPORATE COMPLIANCE RESPONSIBILITIES

We care about our internal and external customers – loyalty is earned.

- Listen, and listen more, to better understand – you get excited about opportunities to help others.
- Own customers' challenges to deliver unique solutions – you recognize that it's our privilege to serve customers because without "them," there is no "us."
- Focus on what is "important" as opposed to "urgent" – you focus on the big picture rather than getting lost in the details.
- Express thanks to those who help us constantly improve – you recognize and embrace constructive criticism.

We strive for safety excellence – practice safety within the workplace, our homes, and at play.

- No compromise on safety – make safety a thought, an action, a cornerstone belief in everything you do.
- Live safely for yourself, your team, and your family – you work together to ensure safety for all.
- Learn and improve from past experiences – lessons learned fuel our future successes.

We create a great workplace by filling it with spectacular people – set expectations high, have fun, and celebrate our successes.

- Succeed through professional and personal growth – take ownership of your own success.
- Always be a Rokstad ambassador – take pride in opportunities to share your beliefs, learnings, strengths, and ideas.
- Respect the unique contribution that every employee brings to the table – be open to learning and growing from employees who move Rokstad forward and help you achieve more.
- Place importance on effectiveness rather than effort – work smarter, by being conscious of your current levels of productivity, health, and happiness.

We take pride in what we do – how we show up is important.

- Be part of the solution – you problem solve rather than complain, gossip, or cut others down.
- Know when to lead, know when to follow – check your ego at the door.
- Pursue improvement ... relentlessly – you make continual changes to grow.
- Strive to achieve the best results – you have higher expectations of yourself than Rokstad has of you.
- Embrace change – you understand that markets change, competition changes, and technology changes.

We stand among the very best – doing it right makes our reputation even stronger.

- Act in Rokstad's best interest – as though you are an owner.

ROKSTAD POWER

ROKSTAD

A Carillion company

Local delivery. Global expertise.

- Say what you mean, mean what you say – One dishonest action can ruin a lifetime of goodwill.
- Demonstrate trust in order to gain trust – an honest day's work for an honest day's pay.
- Lead by example – you recognize that your actions are always being observed, and actions speak louder than words.
- Seek first to understand before seeking to be understood – you avoid drawing ill-informed conclusions or assumptions.

We respect our position in the broader community – act in accordance with our culture and values.

- Build and support the communities where we work and live – make the world cleaner, safer, and more interesting.
- Care for and respect our environment – promote environmentally sound practices throughout every aspect of our business.
- Create a culture of inclusion built on trust, respect, and dignity for all – build teams that capitalize on the diverse talents of all employees.
- Explore opportunities to grow and develop positive relationships with First Nations – create mutually beneficial partnerships.

COMPENSATION

Rokstad offers a competitive compensation and benefits package which will be commensurate with experience and education.

If you are looking for an exciting career with a fast growing, progressive company while participating in the build out of Canada's electric power Infrastructure, please email your resume and qualifications to careers@rokstadpower.com or fax 1-888-310-8831. Please include the job title in the email subject line.

We thank all applicants for showing an interest in this position. Only those selected for an interview will be contacted.