

Title: Admin Clerk**Term: Permanent, Full-Time****Location: Cotati, California****ROKSTAD STRATEGIC INTENT**

We are an innovative and progressive family-orientated business that excels in providing safe, reliable Transmission and Distribution services for its valued clients across North America.

SUMMARY

This role will support the office with a variety of administrative duties including data entry and basic accounting duties. Duties can change as the role calls for flexibility and an enthusiastic personality with a desire to assist and enable all segments of the company.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform a variety of administrative duties including managing emails, phone calls, mail, couriers, preparing correspondences and binders;
- Compile, copy, sort, scan, file, and distribute, according to various business unit standards and processes, a variety of documents;
- Maintain an updated contact list;
- Respond to requests regarding DOT (Department of Transportation) and send requests out as required;
- Data entry responsibilities to accurately track and record a variety of information including ISN badges;
- Monitor office supplies and order as needed;
- Maintain and assist with Business License applications;
- Assist with tracking timesheets and distributing paystubs;
- Provide general support to office and Quality Assurance team as required;
- Prepare correspondence and other documents as needed;
- Other duties as required.

JOB REQUIREMENTS

- Proficient use of Microsoft Office Suite (Outlook, Word, Excel, Power Point);
- Strong organizational and time management skills;
- Ability to handle multiple priorities and work to meet deadlines;
- Strong interpersonal and communication skills (both oral and written);
- Ability to build and maintain effective working relationships with co-workers;
- Flexible and adaptable to changing priorities;
- Ability to learn quickly, work independently and prioritize work;
- Works with high attention to detail and accuracy in the preparation and editing of information;
- Quick thinker and good at multi-tasking;
- Enjoys challenges and working in a fast-paced environment.

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;
- Basic accounting experience would be an asset;
- Detail oriented, methodical, with fast data entry skills;
- 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.
- 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 North America's electric power Infrastructure, please email your resume 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.