

**Title: Office Admin****Term: Permanent, Full-Time****Location: Phoenix, AZ****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**

The Office Admin will support the team in the Rokstad Phoenix office with a variety of administrative and clerical duties. The role calls for a positive attitude, flexibility, a willingness to learn new skills and assist others where required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Perform a variety of administrative duties including scheduling meetings, preparing correspondence, reports, presentations as required;
- Assist the team with a variety of duties and overall general support related to Requests for Proposals and Pre-qualification coordination, preparation and completion;
- Maintain and track a variety of data and sets up associated filing systems for office team members;
- Is first point of contact to the office and administers and manages inbound/outbound mail, including priority post, packages, and courier services;
- Monitor stock and order office supplies required for basic daily operations;
- Operate office machines, such as photocopiers, scanners, voicemail systems, etc.;
- Gather and submit required information for daily/weekly reporting as required;
- Track and issue purchase orders while ensuring adherence of PO process;
- Professionally represents the office by building positive and respectful relationships;
- Other duties may be assigned as required.

**JOB REQUIREMENTS**

- Excellent computer skills including Microsoft Word, Excel, PowerPoint and Outlook;
- Self-starter who is able to multi-task;
- Detail orientated and methodical;
- Ability to manage multiple projects to consistently meet high standards and be attentive to quality;
- SharePoint or database experience an asset;
- CRM experience an asset;
- Flexible and able to work well under deadlines and changing priorities;
- Ability to work collaboratively in a team environment;
- Professional demeanor, a self-motivated attitude and highly detail-oriented practices;
- Strong organizational and time management skills to thrive in the handling of multiple, concurrent assignments;
- Ability to work independently and think proactively;
- Strong interpersonal and communication skills (both oral and written) and the ability to work well with employees at all levels of the organization;
- Demonstrated ability to act with discretion, confidentiality and good judgement.

**EDUCATION, EXPERIENCE AND/OR CREDENTIALS**

- College Diploma or certification; or a combination of relevant training courses and related experience;
- Minimum 2 years' experience in a similar position, preferably in a construction industry environment;
- SharePoint or database 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.

**HOW TO APPLY**

If you are looking for an exciting career with a fast growing, progressive company, please email your resume to [careers@rokstadpower.com](mailto:careers@rokstadpower.com) or fax 1-888-310-8831. Please include the job title and location you wish to apply to 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.