

**Title: Admin Clerk**

**Term: Permanent, Full-Time**

**Location: Glendale, Arizona**

**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 Admin Clerk will support the team in the Arizona office with a variety of administrative duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Perform a variety of administrative duties including managing emails, phone calls, couriers, stuffing paychecks, and preparing correspondence;
- Collect and submit employee hours/timesheets daily ensuring hours and cost codes are correct and all employees are accounted for;
- Communicates with the field to verify overtime hours or missed hours, and other discrepancies;
- Creation and maintenance of filing systems, physical and electronic;
- Complete weekly Accounts Receivable invoicing;
- Create job packets and setup jobs in the system;
- Review and submit job redline packages to the customer;
- Provide general support to field and operations management as required;
- Professionally represents the office by building positive and respectful relationships;
- Other duties 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;
- 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 a fast-paced environment with firm deadlines and 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 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.