

Title: Office Admin

Term: Permanent, Full-Time

Location: Halethorpe, MD

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 project team with a variety of administrative and clerical duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform a variety of administrative and clerical 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;
- Data entry responsibilities to accurately track and record a variety of information;
- Monitor office supplies and order as needed;
- Assist with tracking timesheets and distributing paystubs;
- Provide general support to the project 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 able to adapt to changing priorities;
- 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, please email your resume to 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.