



## JOB OPPORTUNITY

### ADMINISTRATIVE/TECHNICAL ASSISTANT

**STATUS:** CONTRACT (SEPTEMBER 2018 TO DECEMBER 2019)

Has anyone ever had to tell you to calm down during a conversation about Microsoft Word? Does handling numerous interruptions with grace, patience, and good humour run through your veins? Are you excited when you find a great deal on office supplies? Have you ever caught yourself sharing keyboard shortcut tips at a party? Then this may be your dream job!

Cambium is looking for an **Administrative/Technical Assistant** to join the **Geotechnical and Construction Monitoring** group in our Peterborough (Queensway) office.

This role is unique in that it extends beyond typical administrative responsibilities to include: **technical and field work assistance, field staff scheduling, document management, and computer and cell phone assistance**. The successful candidate will be friendly, enthusiastic, and willing to contribute to this growing office.

#### JOB DUTIES

- Provide administrative/office support for all Cambium service lines, as directed
- Receive, screen, and redirect inbound telephone calls, e-mails, and visitors
- Maintain hard copy and digital project files; ensure prompt filing of reports and correspondence
- Act as main contact for Queensway office IT and cellphone maintenance/issue resolution
- Assist with employee onboarding activities and ongoing staff training
- Prepare proposals for project opportunities
- Assist with project startup activities
- Track and transcribe large volume of field reports and other documents
- Identify non-technical errors and omissions in data and follow up with field staff, lab staff, and Project Leads as necessary
- Issue reports to clients in a timely manner, and follow up on associated client questions and requests
- Assist with scheduling of field staff, as required
- Assist with input of select data into accounting software, as directed
- Receive and process incoming correspondence and packages
- Assist with updating company intranet site
- Maintain office equipment & supplies
- Assist with Health and Safety tasks locally and company wide
- Occasional travel and overtime required
- Other duties as required, or directed.



## **JOB OPPORTUNITY**

### **ADMINISTRATIVE/TECHNICAL ASSISTANT**

#### **REQUIREMENTS/QUALIFICATIONS**

- Three (3) years of experience in an administrative capacity preferred (wage to be commensurate with experience)
- A post-secondary certificate or diploma in Office Administration or an equivalent is preferred
- Experience working in a geotechnical and/or environmental consulting environment preferred
- Experience working with analytical results and in a lab environment an asset
- Strong knowledge of general office duties, with superior typing skills
- Ability to write and format moderately complex documents (letters, reports)
- Experience working with MS Office (Excel, Word, PowerPoint, Outlook) and Acrobat
- Excellent writing skills, including proper spelling, grammar, and punctuation
- Superior time management skills, multitasking skills, and the ability to prioritize tasks
- Sound and independent judgment, reasoning, and discretion
- Ability to interpret and implement company policies and procedures
- Resourcefulness and flexibility
- Meticulous records maintenance skills
- Proven superior telephone manners and strong interpersonal skills
- Strong verbal skills to communicate with all levels of staff.

#### **ESSENTIAL ATTRIBUTES**

- Effective team player – enthusiastically supports other team members as needed.
- Open to new responsibilities – not focused on what is or is not in the job description.
- Putting in extra effort – sticking around longer than usual to help out when needed.
- Not afraid to get dirty – open to handling various samples (i.e. soil, aggregate, concrete).
- Professional, responsive, and positive work attitude – as Cambium's first point of contact for Queensway, this is key!

Cambium welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

If you're interested, send us some information that helps us understand how you are the right fit for this role and for our team. Kindly forward your documents, in electronic format only, to [hr@cambium-inc.com](mailto:hr@cambium-inc.com).

#### **WHY CAMBIUM?**

Our team is different. From camping trips and movie nights, to company ball-hockey tournaments in the parking lot, our team likes to have a good time together.



## **JOB OPPORTUNITY**

### **ADMINISTRATIVE/TECHNICAL ASSISTANT**

Our team is hard-working. You'll need to be flexible and able to switch priorities frequently. Sometimes the days are long. But you are always compensated for your efforts, including a minimum 3 weeks of vacation for new, full-time team members.

Our team is proud. Donating a portion of our net income each year to local causes and events. Winning awards. You'll find it easy to feel good about Cambium.

If you want to read about a few of the benefits of working for Cambium, check out our Careers page: <http://cambium-inc.com/about/careers>.