



JOB OPPORTUNITY

Administrative Assistant

STATUS: Permanent, Full-time
LOCATION: Oshawa, ON
JOB ID: OVHHire4
SALARY RANGE: \$40,000-60,000

Does handling numerous interruptions with grace, patience, and good humour run through your veins? Are you nimble and adaptable? Do you have a genuine drive to learn something new every day? Then this may be your dream job!

Cambium is looking for an **Administrative Assistant** to join our Oshawa office.

The purpose of this position is to be the stewards of Cambium's information, and to provide support for all Cambium service lines. This is achieved by providing indirect and direct assistance to internal (staff) and external clients. Cambium's Administrative Assistant role is unique in that it combines administrative responsibilities with project-related assistance. Success in this position relies on a person's ability to be flexible, adaptable, possess a positive attitude and communication style, and a willingness to contribute to a growing organization.

JOB DUTIES

- Provide administrative 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 office IT hardware/software and cellphone maintenance/issue resolution
- Assist with employee onboarding activities and ongoing staff training
- Assist with preparation of proposals for project opportunities
- Assist with project startup activities, identify omissions in data and follow up with coworkers as necessary
- Track large volume of field reports and other documents, transcribing when necessary
- Prepare digital/hard copy project deliverables for all Cambium service lines, as directed
- Identify non-technical errors and omissions in data and follow up with coworkers as necessary
- Issue reports to clients in a timely manner, and follow up with coworkers on associated client questions and requests
- 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
- Assist with implementation and maintenance of company policies and practice
- Occasional handling of concrete, aggregate, and/or soil samples
- Occasional field work, travel, and overtime required
- Other duties as required, or directed.

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 equivalent is preferred



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- 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
- The successful candidate will demonstrate excellent communication skills with fluency (reading, writing and oral) in English

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 are interested, we invite you to send us some information that would help us understand whether you are the right fit for this role and our team. Kindly forward your documents, in electronic format only, to 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. When we cannot be together (welcome to 2021), we continue to maintain our team's bond, through activities such as photo contests, shout-outs of appreciation and care packages.

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 of 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: <https://cambium-inc.com/careers.php>.