



JOB OPPORTUNITY

ADMINISTRATIVE ASSISTANT

STATUS: PERMANENT, FULL-TIME
LOCATION: KINGSTON, ONTARIO

Cambium is looking for an **Administrative Assistant** to join the **Geotechnical and Construction Testing & Inspection** group in our Kingston office.

This role is unique in that it extends beyond typical administrative responsibilities to include: **technical and field work assistance, bookkeeping-related tasks, 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
- Prepare proposals for project opportunities
- Review reports, as directed
- Prepare digital (PDF) and hardcopy project deliverables as required and arrange transmittal to client as directed
- Prepare & distribute invoices utilizing project management/accounting software
- Assist with accounts receivable collections
- Assist with centralized scheduling of field staff, as required
- Receive and input various lab tests and invoices
- Receive, scan and input field and laboratory reports
- Handle and prepare concrete, aggregate, and/or soil samples
- Receive, screen, and redirect inbound telephone calls, e-mails, and visitors
- Receive and process incoming correspondence and packages
- Maintain hard copy and digital project files
- 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.

REQUIREMENTS/QUALIFICATIONS

- Three (3) years of experience in an administrative capacity and a post-secondary certificate or diploma in Office Administration or an equivalent is preferred
- Experience working in a geotechnical and/or environmental consulting environment



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- 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) as necessary
- Professional, responsive, and positive work attitude – as Cambium's first point of contact for Kingston, this is key!

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.

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.

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. Flexible scheduling. 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>.