



JOB POSTING

Tikigaq Corporation is recruiting for **one Project Assistant**. This is a regular full time, benefited position. Must be able to pass a drug test.

JOB SUMMARY: Under close supervision, provides entry-level clerical support for assigned company through office organization, record maintenance, reception, scheduling and general assistance.

*The following duties are intended to provide a representative summary of the major duties and responsibilities and **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

REPRESENTATIVE DUTIES

Assists in entry level office organization, records maintenance, reception, scheduling, and general duties to facilitate office administration. Greets and assists customers; answers phone's and directs calls. Assisting with coordination of meetings.

Requests information from other departments and outside sources. Assists with department projects.

Maintains department records and assures completeness of files. Logs, distributes and archives reports. Sorts and delivers mail; sends receives and distributes faxes. Makes copies and scans and files electronic documents. Assembles, revises and completes outgoing department mailings.

Compile timesheets from project employees

Maintains, orders and stocks office supplies.

Performs other duties as assigned.

KNOWLEDGE and SKILLS

- Knowledge of multi-line telephone systems operation.
- Knowledge of filing procedures.
- Knowledge of the construction industry

- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in operating office equipment.
- Skill in maintaining and updating office and administrator schedules.
- Skill in oral and written communication.
- Skill in organization and time management.

MINIMUM EDUCATION QUALIFICATION

GED required

Please submit your resume/application to employment@tikigaq.com

or

turn your resume/application in to the Tikigaq Corporation Office.