



Engineering • Environmental • Construction • IT Services

6 Lyons Road, R.R. 1 Paris, Ontario N3L 3E1

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www.belkogroup.com

Job Title

Administrative Assistant- 3 Month Contract (Casual Part-time)

Job Description

The Administrative Assistant is primarily responsible for assisting the Office Staff with the daily flow of paperwork, documentation & reports.

We are seeking an individual with knowledge of basic office machines, MS Office Programs, & Accounting.

Duties may include but are not limited to the following:

- Receive phone calls and correspondence on behalf of the office;
- Greeting Clients & Visitors;
- Processing data, information & project transactions in standardized software applications, maintaining records and generating regular, standard reports;
- Preparing editing and/or formatting required documentation based on established practices, templates, forms & drawings;
- Assisting with AR & AP;
- Taking minutes for project meetings;
- Perform all other related duties as required

Education Requirements

- Grade 12 completion
- College Diploma is an asset

Salary

- Competitive salary commensurate with experience.

How to Apply

Interested candidates should submit an updated resume to the attention of Karen Thwaites.

Email: kthwaites@belkogroup.com

Fax # 519-751-7649

We wish to thank all candidates for applying; however only those selected for an interview will be contacted.