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**Office Administrator**  
**Peterborough, Ontario**  
(File Reference: OA-2018)

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We are recruiting this permanent, full-time position on behalf of our Client, a leading construction materials company based in Peterborough, Ontario. Reporting to the General Manager, this key position is responsible for the coordination of administrative and full-cycle accounting activities in a busy office setting.

**AREAS OF RESPONSIBILITY:**

**General**

- Performs general administrative duties within the office
- Acts as the first point of contact for the company by handling incoming telephone calls, emails, faxes and visitors to the company in a knowledgeable and professional manner
- Reviews and assists in preparing all documents, reports, presentations and other correspondence materials for the management team and other staff members
- Maintains a professional image and demeanor with all employees, management, board members, visitors and other members of the public at all time
- May perform other duties, relevant to the position, as required

**Estimations**

- Reviews on-line tenders for potential bid opportunities on a daily basis
- Prepares bid summaries and assists with initial preparation of job estimates
- Creates tender envelopes for Estimators/Project Managers' client meetings
- Researches and assists with all Requests for Proposals (RFP) as required

**Operations**

- Develop, request, receive, update and distribute locates for jobs as requested by the Estimators/Project Managers
- Inputs data from Foremen's daily logs and the Time and Material summaries
- Prepare Payment Certificates
- Communicate and verify with field staff accuracy of field notes

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## **Finance**

- Assists the Finance Department by performing some basic bookkeeping functions
- Completes and reviews all expense reports, invoices, and other relevant monetary documents prior to management approval
- Inputs preliminary payroll data from daily logs

### **SKILLS, KNOWLEDGE AND ABILITIES:**

- Proficiency in various office based software including Microsoft Office
- Detail oriented and an analytical approach
- Strong problem identification/solving skills combined with a solutions orientation
- Ability to work confidentially
- Ability to communicate effectively (oral and written)
- Strong customer service focus and interpersonal skills
- Solid organizational and planning skills
- Ability to prioritize and multi-task in a busy office environment combined with the ability to perform repetitive work

### **EXPERIENCE, EDUCATION AND QUALIFICATIONS:**

- 3 – 5 years experience in a relevant administrative, clerical or secretarial position
- Previous experience in the construction industry required, civil preferred
- Basic knowledge of QuickBooks-Premier Contractor Edition
- Advanced knowledge of Microsoft Office
- Post secondary education in Office Administration or Business Administration would be an asset
- Previous experience in telephone and office reception
- Experience interacting effectively with the public, clients and consultants
- Bondable

### **COMPENSATION & OPPORTUNITY:**

Competitive compensation will be provided with unlimited career potential determined by personal commitment in a high growth environment. For further consideration, qualified Candidates are invited to submit their resume information in confidence to (please quote the File Reference number above):



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**Recruiting Manager**  
**SHRP Limited | [www.savinohrp.ca](http://www.savinohrp.ca)**  
[hr@savinohrp.ca](mailto:hr@savinohrp.ca)

*While we appreciate all applications, we can only contact those individuals selected for interview.*

*We are committed to providing accommodation for persons with disabilities. Accommodation will be provided as part of our hiring process (if accommodation is required, we appreciate Applicants making this request in advance so we can support your needs).*

**POSITION PROFILE**