



HELPING BUILD
BETTER CITIES™

Title: Administrative Assistant

Location: Edmonton Regional Office, 3203 93rd Street NW

At Qualico, our people make the difference. We offer an exciting place to build your career with competitive compensation and benefit packages, company matching RRSP/DPSP program, employee home purchase program and employee discounts.

Job Overview

As the **Administrative Assistant** you will support the branch team and handle a variety of Administrative and clerical tasks.

Your day-to-day responsibilities will include:

- Responding to internal and external inquiries in a timely manner.
- Preparing and distributing correspondence, reports, spreadsheets and other documentation.
- Assist with preparing invoices for processing.
- Organizing and maintaining records and filing systems.
- Scheduling appointments, arranging travel and maintaining calendars.
- Establishing and maintaining office procedures. Ordering office supplies.
- Providing support to other administrative related projects or duties as required.

As our ideal candidate, you are...

- Organized; you effectively manage your time while balancing multiple priorities.
- A strong communicator; you clearly express your thoughts in conversation and in written communication.
- An active listener; you seek to understand and listen to others in a non-judgmental way.
- Detail oriented; you focus on detailed accuracy when dealing with a high volume of work.
- A team player; you contribute as a team member and share equally in the exchange of ideas, concepts and process outcomes.

Essential Requirements

- High school Diploma, or equivalent.
- Minimum 1 year of experience in an administrative role.
- Satisfactory verification of criminal record check.
- Proficient in Microsoft Office Programs (Outlook, Word, Excel, and PowerPoint).

Preferred Requirements

- Diploma or Certificate in Office Administration is preferred.

What We Value

- Creating trusting and successful working relationships.
- Setting clear, measurable and achievable goals.
- Cooperating with team members in an open, positive and respectful manner.
- Taking responsibility for the outcomes of decisions and actions.
- Staying current with technical job skills.

Work Conditions

You primarily work in an office setting during regular business hours. Overtime may occasionally be required.

About Us

Qualico is a fully integrated real estate development company with offices in Winnipeg, Calgary, Edmonton, Vancouver, Regina, Saskatoon, Austin and Dallas-Fort Worth, Texas.

Since its inception in 1951, the company's activities span the entire real estate spectrum and include residential land acquisition and development, single-family and multi-family home divisions, commercial and industrial development, property management, concrete ready mix, building supply and manufacturing divisions. To learn more, click [here](#).

Qualico welcomes applications from people with disabilities. Accommodations are available upon request during the assessment and selection process.

Candidates being considered will be contacted. We thank you for your interest. Join our [Talent Community](#) to stay up to date on job opportunities and to find out why we have the best reasons to come to work every day.

Closing Date: February 27, 2024

[Apply Here](#)