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**Kasteel Construction and Coatings Inc.** is a Northern owned and operated company located in Yellowknife, Northwest Territories. Our purpose: To serve our team members and our Northern communities with compassion, thoughtfulness and caring acts while working to deliver superior construction and coating projects. We are dedicated to our clients and employees through our transparent commitment to do things differently. Our directive is to provide every client, employee, and subcontractor with exceptional honesty and fairness. Kasteel prides itself on building strong, long term relationships which are driven by trust and repeat performance.

Due to our rapidly expanding business, we currently have an opening in Yellowknife for a full-time: **Office Administrator**

**Job summary:** Our company is looking for an experienced Office Administrator to provide administrative support to management and staff so our team can operate to its highest ability. This position plays an integral role in the customer service and organizational strength of our company therefore you will need to be ambitious while maintaining a positive attitude while working in a busy, fast-paced environment. The ideal candidate will be professional, highly organized, adaptable and able to prioritize a variety of tasks.

**Duties (including but not limited to):**

- Conduct general clerical duties, handle phone calls, relay messages, and respond to emails.
- Point person for administrative day to day operations, ensure the office functions efficiently.
- Provide administrative support to management and staff.
- Run errands (post office, bank deposits, supplies, deliveries, pickups, etc.).
- Collect, process and distribute incoming mail as well as handle outgoing mail.
- Handle office systems and electronic requirements, including troubleshooting.
- Ensure office records and files are maintained efficiently and confidentially.
- Facilitate Apprenticeship and SNAP Program process.
- Assist with booking of travel and accommodations, relay itineraries and coordinate calendars.
- Assist with preparing correspondence, documentation, and presentation materials.
- Assist with jobsite security clearance requirements and completion of paperwork.
- Assist in organizing training, events and staff functions.
- Schedule and attend staff meetings, record minutes and follow-up on action items.
- Maintain office and equipment, monitor and order office supplies.
- Present an organized, clean and orderly work environment.
- Handle payment transactions received in-office.
- *Note: full job description will be available upon hire.*

**Qualifications:**

- Proficient computer skills, including Microsoft Office (Outlook, Word, PowerPoint, and Excel).
- High school diploma and post-secondary education preferred in office administration, or related experience.
- Ability to type 75+ WPM is an asset.
- Highly organized and flexible, works well in a fast-paced team environment with changing deadlines.
- Exemplary multi-tasking capabilities and efficient time management skills.
- Must be self directed, take initiative and able to complete tasks with limited supervision.
- Good communication and correspondence skills (proper email etiquette, grammar, spelling etc.)
- High attention to detail, ability to maintain neat, orderly, complete documents and files.
- Motivated and goal driven individual, who wants to progress with the company.
- Has core values that align with our company.
- Must have reliable transportation and a valid driver's license.

**Job Safety is #1** - Kasteel is COR certified and we follow a comprehensive safety program to reduce risk and maximize performance. All employees are required to complete orientations to become accustomed with the site safety culture, specific hazards and detailed safety plans. Commitment to safety compliance must be 100%.

Kasteel believes in treating employees with dignity and respect, we offer a competitive wage plus a benefit plan while allowing you to grow with our company. Please forward your resume, cover letter and salary expectations to: [careers@kasteel.ca](mailto:careers@kasteel.ca). We truly appreciate all applications and thank you for considering Kasteel.

