

Receptionist / Administrative Assistant

The AME Group is a British Columbia based Mechanical Engineering (Buildings Engineering) consulting company that specializes in sustainable and environmentally responsible design. Projects, located in the lower mainland and around the world, range from the design of small residential complexes to large hospital and institutional facilities. Our company is a rapidly growing organization that provides excellent career opportunities and a great learning and mentoring environment. Our offices are located in both downtown Victoria and Vancouver.

The Vancouver office is seeking a pleasant, self-starting, and reliable Receptionist / Administrative Assistant. Duties will include greeting people entering the office, phone answering, typing assignments, filing, and maintenance of office supplies.

The successful candidate will be proficient in MS Office, Adobe and other software tools required for the position. You will have excellent verbal and written communication skills and have an outgoing attitude. Organizational skills must be first rate as you will be working independently on a regular basis.

Experience in the Building Design field or construction will be an asset.

Responsibilities and Expectations

- Answers phones, takes messages
- Greets people entering the office
- Type's letters, reports, and specifications.
- Receives and distributes mail
- Orders office supplies
- Sends out mail, courier items
- Maintains standard forms and data
- Up-dates client database daily
- Organizes project binders and files
- Assists when required the financial and marketing co-workers
- Promotes corporate culture and image

Qualifications and Experience

- In a similar role or a combination of equivalent experience
- Exceptional writing, phone, and greeting experience
- Strong interpersonal skills with the ability to establish effective working relationships.
- Knowledge of construction / consulting industry is an asset
- Proficient in Microsoft Office Programs

We offer:

- Competitive pay
- Comprehensive health benefits

This is a salary position.

How to Apply:

Please send resume to:

careers@amegroup.ca