

Quantiam is an innovative and growing advanced technology company located in the Edmonton Research Park in South Edmonton and we are looking for a motivated, hard-working and energetic employee with a great attitude to work in a high-paced, multi-disciplinary environment.

Position/Title: Administrative Assistant / Senior Administrative Assistant

Competition #: 1000-08

Salary Range: \$50,000 to \$67,000 per year (*depending on experience*); plus a 0-to-30% Performance Bonus; and a Competitive and Comprehensive Benefits Package inclusive of a GRRSP with matching DPSP.

Experience: Must have 5-10 years hands-on experience in a progressively administrative support role in a Corporate environment.

Closing Deadline: until filled

Education:

- Diploma or Certificate in Office/Business Administration would be a strong asset; some university or a full degree in an appropriate discipline would be beneficial.
- Interest in Legal matters, Business Development or Marketing & Sales would be an *asset*.

Specific Skills/Background Required:

- **Must have strong hands-on computer skills** with Advanced level of proficiency with Microsoft Office applications, primarily Word and PowerPoint; Excel and Outlook at Intermediate level; experience with Access and Project would be an asset. Familiar with Adobe software.
- High level command of English with strong grammar skills.
- **High attention to detail is a must**; organized and capable of prioritizing and multitasking.
- Experience with writing, editing and proofreading.
- Proactive approach with exceptional time management skills.
- Excellent communication and teamwork skills.
- Basic math skills.
- Experience with compiling and formatting large and complex technical and legal documents, and proposals.
- Self starter, highly motivated, flexible/adaptable and a quick learner.
- Able to focus on the task-at-hand among distractions.
- Handle confidential information in a professional and discreet manner.
- Ability to take direction to meet customer needs (internal and external).
- Strong work ethic with demonstrated accountability and reliability in punctuality and work attendance; capable of supporting C-level staff.

Brief Job Description of Responsibilities/Duties of this Position:

This position provides a wide variety of support services and is responsible for overall administrative support to C-level, Corporate, R&D and Manufacturing areas.

- Administrative support to Corporate, R&D and Manufacturing groups.
- Provide accurate word-processing support and project coordination in a timely manner by formatting and proofing a variety of documents. This includes proofing and formatting highly confidential correspondence, letters, contracts, proposals, technical reports and professional presentations – ranging from simple to complex.
- Prepare agendas, compile data and coordinate documents/reference material for meetings.
- Review, track and maintain the electronic filing management system.
- Assist with Workplace Health & Safety Committee meetings and provide minutes.
- Create Purchasing Orders as required.
- Filing of invoices and other documents.
- Arrange for all types of small couriers or larger shipments.
- General office duties including: faxing, generating labels, filing, photocopying, sort and open incoming mail, receiving of guests, setup for meetings in boardrooms and order all office supplies as required.
- Answer and screen telephone calls in a friendly, polite and professional manner.
- Other various administrative duties as assigned.

We thank all applicants in advance for their interest; however only those individuals selected for an interview will be contacted.

Please forward your cover letter and resume in one (1) Word or PDF document by April 23, 2018:

Human Resources

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