

Office Administrator Permanent Full-time Position

Calgary, AB or Saskatoon, SK



Down to Earth Biology

Since we started EDI over 27 years ago, our people have defined our culture and have been instrumental in our success. As we continue to grow, we look for team members who want to make a difference by helping people and the environment. Our culture focuses on teamwork, a positive attitude, and adaptability to dynamic situations. We promote innovation at all levels. Our members are self-motivated, enthusiastic for continual improvement and effective communicators. Through relationships built among team members, we realize that EDI is not just a company, it is *our* company.

Our benefits include: a challenging, engaging and rewarding work experience, competitive wages and vacation time, comprehensive benefits package, quarterly profit sharing and bonus, paid personal days, employee ownership program and overtime pay with option to bank hours.

EDI is seeking an experienced and dependable individual for Office Administrator role to undertake administrative tasks, ensuring the team has adequate support to work efficiently. The ideal candidate will efficiently execute tasks with a high level of accuracy and will have the ability to work both independently and as a member of the team.

The successful candidate will be responsible for the following:

- Reception and general office duties
- Administrative support for a team of professionals
- Support regional project management team through all phases of projects
- Clearly communicate relevant information to project and administrative teams
- Create new job numbers by inputting project information in the time & billing software
- Enter expenses and other data entry
- Generate invoices and submit to clients in a timely manner
- Orientation of new team members ensuring alignment with company policies
- Coordination of travel needs
- Coordination of information internally and with other EDI branch locations and organizations
- Maintain accurate information filing systems
- Performing project administrative duties as required

Job requirements includes:

- Strong organization skills
- Prior administration experience
- Ability to prioritize tasks with conflicting deadlines
- Effective communications skills
- Strong troubleshooting and problem solving skills
- Strong interpersonal skills
- Strong computer skills with proficiency in Microsoft office
- High attention to detail
- Work independently and take initiative
- Adapt and demonstrate flexibility

Considered an asset:

- Knowledge of bookkeeping principles
- Familiarity with time & billing software or ERP system

Application deadline: August 05, 2022

www.edynamics.com

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At EDI, we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and team members. EDI believes that diversity and inclusion among our team members is critical to our success as a growing environmental company, and we seek to recruit, develop and retain talented people from a diverse candidate pool.

*If you are ready for new challenges and a rewarding career experience, please email your resume and cover letter in confidence: employment@edynamics.com with **EDI2022-060** in the subject line. Only candidates requested for personal interviews will be contacted.*

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