

Reception/Office Clerk

Our office is looking for a person who is highly motivated, team-oriented and looking to join a fast-paced professional environment. As the successful candidate, you will need a strong work ethic, attention to detail, and excellent verbal and written communication skills. Any experience and/or understanding of municipal, civil, or environmental engineering concepts will be an asset. (However, not required.)

We are a strong advocate of the team approach to undertaking projects and problem solving. The preferred candidate will possess the following:

- Post-secondary education is an asset (not mandatory)
- Strong, professional verbal and written communication skills
- Strong organizational skills, be detail-oriented, high regard for accuracy, and the ability to provide high quality outputs
- A desire to work collaboratively as part of a highly skilled team
- The ability to prioritize work effectively to meet tight deadlines and changing workload demands
- Due to the nature of this position, discretion and confidentiality is required
- Proficient in the use of Microsoft Office (Word and Excel), PDF's, the internet, and technology in general
- Valid Ontario drivers' licence and access to a vehicle
- Technical and/or administrative assistant experience with an understanding of engineering, environmental, and/or planning principles would be considered an asset
- Preference will be given to local candidates (Windsor-Essex, Chatham-Kent)

General tasks include (but are not limited to):

- Greeting and welcoming guests upon arrival,
- Answering and forwarding phone calls,
- Assist technical staff with organization and completion of technical forms and applications,
- Data entry,
- Research and gathering of client and project information,
- Review and proofread applications, reports, tenders, and contracts,
- Scanning, organizing, archiving, and purging old project folders to a digital directory, and
- Other duties required to ensure and efficient office environment.

Salary will be based on education level and work experience. Please summarize why you would be interested in this position and what key experiences you would bring to N.J. Peralta Engineering in your covering letter.