

# DOMM

## CONSTRUCTION LTD.

Design Builders: Residential, Commercial and Agricultural

### AVAILABLE POSITIONS DOMM WELL BUILT.

While we appreciate and value all applicants, only those who will be selected to interview will be contacted.

Interested applicants are encouraged to apply via email to [admin@dommconstruction.ca](mailto:admin@dommconstruction.ca)

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## TEMPORARY ADMINISTRATIVE ASSISTANT

**POSITION SUMMARY:** As part of a general contracting team, the Administrative Assistant will form a crucial part to ensure efficient operation of the office.

**REPORTS TO:** Office Manager

**DATE REQUIRED:** As soon as possible – November 12, 2021

### QUALIFICATIONS:

#### Education:

- Diploma/degree in business management or administrative assistant certificate preferred
- Additional advanced courses in communications, word-processing, spreadsheet and Sage Accounting

#### Experience:

- Two year recent, related and progressive experience in a demanding office environment
- Experience with managing payroll for 60 employees is an asset

#### Abilities:

- Excellent computer skills: proficient in Word processing, Spreadsheet, and ability to develop, fully utilize and maintain databases
- Ability to input large volumes of data with a high degree of accuracy
- Ability to type and proofread correspondence, forms and other documents
- Highly developed ability to organize and prioritize a constantly changing workload
- Excellent interpersonal, verbal, written and listening skills
- Ability to work under pressure and competing deadlines
- Ability to work independently with highly developed problem solving skills
- Ability to work in an environment with confidential information
- Ability to interact on a professional basis with a variety of internal and external contacts
- Answer telephone and relay telephone calls and messages
- Valid Ontario Driver's License with access to own vehicle

Job Location: Ayton, ON