



Pagnotta Industries, Inc. is a mid-sized, full service provider of structural concrete, general contracting and construction management services in Western Canada, with head office located in Edmonton, AB. We are dedicated to providing value-added construction services to our customers by creating a successful partnership with them throughout the construction process.

SAFETY ♦ QUALITY ♦ INTEGRITY ♦ ACCOUNTABILITY ♦ LEADERSHIP

POSITION: PROJECT ADMINISTRATIVE ASSISTANT

Due to continued growth, we have an exceptional opportunity for an **ADMINISTRATIVE ASSISTANT** to work in our Edmonton, AB head office. Supporting the finance department, the Administrative Assistant will be responsible for a variety of administrative tasks contributing to the efficient day-to-day operations of the finance department, management and other operational areas.

Tasks:

- Accounts Payable data entry
- Accounts Payable, Receivables and Payroll sorting, matching, coding and filing
- Processing reimbursable invoices
- Providing relief support to reception including answering incoming calls, directing visitors, processing incoming mail and deliveries.
- Providing support to HR and Payroll verifying and entering new employee and sub-trade labour data into the system
- Preparing new hire files and benefits processing
- Providing support to HR by sorting, processing and filing resumes
- Updating resume database
- Preparing ad-hoc reports and completing projects as required for the PM's, Marketing, Accounting, HR and Safety departments

COMPETENCIES:

- Proficient spoken and written English.
- Excellent computer skills including MS Office suite of products.
- Exceptional organizational and ability to multi-task.
- Excellent interpersonal skills and ability to work in a diverse team environment.
- Punctual, meticulous and reliable.

Educational Requirements:

- Minimum grade 12
- 1 – 2 year business certificate or diploma

Pagnotta Industries, Inc. offers a competitive compensation package which includes a comprehensive benefits program.

Please remit your resume in confidence to the attention of the **Human Resources Manager** referencing **ADMINISTRATIVE ASSISTANT - FINANCE** in the subject line. Please note, only those candidates selected for interview will be contacted. This position will remain open until a suitable candidate is found.

Email: employment@pagnotta.ca

Fax: 780-432-3339

Pagnotta Industries, Inc. is an equal opportunity employer