



**The Lloydminster Construction Association
Part Time Administrative Assistant**

The position provides administrative support to the Lloydminster Construction Association Executive Director and Members. The successful applicant will provide excellent customer service and maintain a high degree of professionalism and accountability.

Daily responsibilities include:

- Receiving and responding to phone calls, emails and drop in visitors
- Posting new tender opportunities; plans, specs and addendums into BuildWorks Canada, report bidders, & tender results
- Printing blueprints
- Weekly newsletter communications to members
- Responsible for website updates and help with Social Media – Facebook, Twitter, Linked In and Instagram
- Event Planning – Curling, Golf, Clay shoot, Christmas Bash, Seminars, and Try a Trade

Minimum Qualifications:

- Office Administration/Business Diploma and/or 1-3 years of proven administration experience
- Ability to work independently
- Advanced computer skills with MS Office
- Excellent communications, customer focused, excellent telephone etiquette
- Ability to work in a fast-paced environment
- High degree of accuracy and confidentiality
- Ability to set priorities and maintain flexibility

Desirable Qualifications include:

- Experience in a non-profit/volunteer focused organization
- A creative detailed mindset, experience with the development and creation of marketing materials.

This position will require 21 hours per week, opportunity of a full time position.

If interested email your resume & cover letter dorothy.lca@telus.net or drop off resume at 4419-52 Ave

We thank all applicants in advance, only those considered for an interview will be contacted.

