

The AME Consulting Group Ltd. is a Western Canadian based consulting engineering firm specializing in sustainable mechanical engineering services. Projects located on the lower mainland and around the world range from the design of small residential complexes to large hospital, institutional and recreation facilities. Our company is a rapidly growing organization that provides excellent career opportunities and a great learning and mentoring environment. We have three office locations in Victoria, Vancouver and Calgary.

We are seeking a positive, self-starting, and reliable Administrative Assistant. Along with assisting engineering, accounting and marketing personnel, duties will also include administrative responsibilities detailed below. The successful candidate will be proficient in MS Office, Adobe and other software tools required for the position. You will have excellent verbal and written communication skills and have an outgoing attitude. Organizational skills must be first rate as you will be working independently on multiple tasks on a regular basis.

Responsibilities and Expectations include:

- Answers phones, takes messages
- Greets people entering the office
- Receiving and distributing mail
- Ordering of office supplies
- Sending and tracking all courier packages and documentation
- Maintaining standard forms and data
- Booking Travel for Employees
- Up-dates client database daily
- Promotes corporate culture and image
- Assisting accounting co-workers as required. Duties will include, but are not limited to:
 - Assisting with Monthly Invoicing
 - Preparation of Expense Reports
- Assisting Marketing Manager as required. Duties will include, but are not limited to:
 - Writes proposals for AME Principals
 - Maintains client contact list for proposals
 - Maintains proposal tracking system in Ajera and Union Square
- Assisting engineers as required. Duties will include, but are not limited to:
 - Type's letters, reports, and specifications.
 - Execution and finalization of project contracts
 - Entering and maintaining projects in Ajera
 - Field report preparation
 - Processing project progress claims
 - Internal and external printing of project documents
 - Meeting coordination and organization for senior staff
 - Coordination of all travel arrangements (flights, hotels, cars)
 - Specification editing
 - Registration for seminars

- Assembly of shop drawing packages

Qualifications and Experience

- Two years' experience in a similar role or a combination of work experience and education
- Exceptional written and verbal communication skills
- Strong interpersonal skills with the ability to establish effective working relationships, along with the ability to handle multiple deadlines
- Knowledge of construction / consulting industry is a definite asset
- Proficient in Microsoft Office Programs (Word, Excel, etc.). Experience with Adobe Creative Suite would be advantageous.

We offer:

- Competitive pay
- Comprehensive health benefits

This is a salary position.

How to Apply:

Please send resume to:
careers@amegroup.ca