



Casman Group of Companies

Company: **Casman Building Ltd.**
Job Type: **Non-Union**
Date Posted: **28 October 2009**

The Casman Group of Companies is a dynamic, growing operation providing industrial, commercial, and residential construction services and millwork products to the Fort McMurray market. Due to our growth we are looking for the following positions.

Administrative Assistant

Reporting to the **Permit Coordinator, Casman Building Ltd.**, the **Administrative Assistant** supports residential divisions by assisting with the planning process from building envelope through turnover to construction in a timely manner. The incumbent shall demonstrate ability to keep fiscal and statistical records, ledgers and files. The Administrative Assistant shall possess strong communication skills in order to communicate accurate information concerning process and job updates. The incumbent will employ a demonstrated ability to prioritize and organize job responsibilities in a structured work environment. Typical duties include:

- Assist in the completion of paperwork for development and building permits
- Ensure electronic filing of estimates and other documentation is current
- Copy and send plans out for quotes
- Follow up with trades on completion of estimates
- Complete data entry for estimates
- Update electronic spreadsheets as required
- Assist GM in preparation of reporting to upper management and shareholders

Qualification & Skills

The position will appeal to someone with the following:

- Competent Microsoft Office skills
- Knowledge of general office procedures
- Flexible and Willing to work overtime
- Attention to detail
- Desire for personal improvement

Casman's compensation includes:

- competitive base salaries
- annual service bonuses
- two weeks of annual vacation
- employee education assistance
- comprehensive benefits: health, dental, vision, life and disability insurance

NOTE: RELOCATION ASSISTANCE WILL NOT BE PROVIDED FOR THIS POSITION REGARDLESS OF QUALIFICATIONS

Resumes can be e-mailed to resume@casman.net or faxed to (780) 791-0991.
Please quote the title of the position for which you are applying.