



## ADMINISTRATIVE ASSISTANT

### ABOUT SIGFUSSON NORTHERN:

Sigfusson Northern is a third-generation family-owned business, which now has the majority of the company being employee-owned. Our primary focus is on building strong and lasting relationships with our employees, our clients, and the communities we serve. Ongoing growth and diversification have led Sigfusson Northern to the forefront of general contracting and heavy civil construction where we incorporate trust, respect, integrity, and commitment to our community in every decision we make and everything we do.

### POSITION SUMMARY:

Join our dynamic administration team at Sigfusson Northern, where every day brings new challenges and opportunities to support our organization. If you thrive in a fast-paced environment and have a service-oriented mindset, this role is perfect for you. From greeting visitors to coordinating travel for our teams, you'll be the go-to person for a variety of tasks within this position. This is an office-based role, working Monday to Friday, 8:00am to 4:30pm, in our Winnipeg office.

### CORE RESPONSIBILITIES & DUTIES:

- **Customer Service:** Provide exceptional service to all guests and employees.
- **Reception:** Answer and direct phone calls, and greet visitors at reception.
- **Travel Coordination:** Manage travel plans and bookings for our teams.
- **Office Maintenance:** Ensure the office is well-stocked and common areas are clean.
- **Event Planning:** Assist in organizing staff events and meetings.
- **Mail Handling:** Manage incoming and outgoing mail efficiently.
- **Data Entry:** Accurately process data entries and expense reports.
- **Team Support:** Collaborate with colleagues to support various departments and projects.

### EDUCATION, EXPERIENCE & SKILLS:

- **Experienced Administrator:** 2+ years in a high-volume admin role.
- **Travel Coordination:** Experience in travel coordination considered a strong asset.
- **Confidentiality Expert:** Skilled at handling sensitive information.
- **Customer Service Specialist:** Providing exceptional service.
- **MS Office Pro:** Advanced skills in Word, Excel, and Outlook.
- **Critical Thinker:** Strong decision-making abilities.
- **Effective Communicator:** Excellent verbal and written communication skills.
- **Detail-Oriented:** High accuracy and attention to detail.

SIGFUSSON NORTHERN LTD.

*Plan the Work – Work the Plan, Continual Improvement, We Care, Versatility*



- **Proactive Problem Solver:** Takes initiative and anticipates needs.
- **Relationship Builder:** Strong ability to build internal and external relationships.
- **Deadline-Oriented:** Able to work under pressure and meet deadlines.

#### WHAT'S IN IT FOR YOU?

- **Growth:** Long-term employment and development opportunities.
- **Balance:** A competitive compensation package that comes with a work/life balance focus.
- **Health & Wellness:** Immediate health & dental benefits and focus on mental health in the workplace.
- **Future:** An RRSP/DPSP program to provide future security.

If you are interested in this opportunity, please click **Apply** to send your resume directly to our **People & Culture team**. Only those moving forward in the process will be contacted!