

*Quantiam is an innovative and growing advanced technology company located in the Edmonton Research Park in South Edmonton. We are seeking a highly motivated, hard-working and energetic employee with a great attitude and a strong work ethic to work in a high-paced, multi-disciplinary environment.*

**Position/Title:** Sr. Administrative Assistant

**Competition #:** 1000-12

**Salary Range:** \$50,000 - \$65,000 per year (*Salary - depending on experience*) plus a 0-to-24% Performance Bonus; and a Competitive and Comprehensive Benefits Package.

**Experience:** Must have 5-10 years hands-on experience in a progressively administrative support role in a Corporate environment supporting senior level professionals that include Senior Managers/Directors/C-level.

**Education:**

- Minimum, a Diploma or Certificate in Office/Business Administration; a University degree or some university training in an appropriate discipline would be beneficial.
- Interest/experience in Business Development, Marketing & Sales or Legal matters would be an asset.

**Specific Skills (Technical and Behavioural)/Training/Background Required:**

- Able to work with and handle confidential information in a professional and discreet manner.
- **Strong work ethic** with demonstrated reliability and accountability; punctual, flexible in meeting deadlines, and strong attendance; extremely reliable and trustworthy.
- **Advanced level proficiency** hands-on computer skills with Microsoft Office applications, primarily with Word and Excel. Intermediate proficiency level with PowerPoint and Outlook, and with Adobe software.
- **High attention to detail is a must.**
- **“Go-to” point person** for function/group with a focus on support for senior staff inclusive of Managers, Sr. Managers, Directors and C-level staff.
- High level command of English with strong grammar skills.
- Experience with compiling and formatting large and complex technical and legal documents, and proposals. Experience with writing, editing and proofreading.
- Ability to take direction to meet customer needs (internal and external).
- Good basic math skills.
- Self-starter, highly motivated, very flexible/adaptable and a quick learner.
- Organized and capable of prioritizing and multitasking and able to focus on the task-at-hand among distractions.
- Proactive approach with exceptional time management skills.
- Excellent communication and teamwork skills. Must be patient and overall a good listener.

**Brief Job Description of Responsibilities/Duties of this Position:**

*Support C-level/Directors/Senior Managers to ensure the smooth flow of information with day-to-day activities, strategic initiatives and changing priorities, which include but are not limited to:*

- Main Administrative support to Corporate C-level/Directors/Senior Managers.
- Provide Administrative support to all other areas as may be required without hesitation.
- Manage preparation of confidential correspondences for meetings, follow-up and monitoring of action items.
- Independently compose and edit letters, memos, e-mails and presentations of a routine nature; responsible for compiling and editing reports and presentations in a timely manner and high accuracy.
- Supports various projects/tasks/activities to achieve the desired business outcomes.
- Keeps abreast of key deliverables and advises of upcoming deadlines.
- Maintains organized physical and electronic filing systems to ensure that business and operational reports, forms, filings, and other business documentation are readily available.
- Review, track and manage and pre-screen incoming phone calls as needed.
- Scheduling of meetings and co-ordination of travel arrangements.
- Complete expense reports and other related duties as assigned and required.
- Able to lead projects/tasks/activities of various complexities.
- Assist with Purchase Orders, track status of orders, and interact with suppliers as required.
- Maintain Material Safety Data Sheets lists (electronic and hard copy) as required.
- Initiate and co-ordinate all shipping, both outgoing and incoming.
- Other duties as assigned to ensure the function/group runs smoothly.

***We thank all applicants in advance for their interest; however only those individuals selected for an interview will be contacted.***

Please forward your cover letter and resume in one (1) Word or PDF document by January 20, 2021:  
Attention: Human Resources  
1651 – 94<sup>th</sup> Street NW, Edmonton, AB T6N 1E6  
Email: [careers@quantiam.com](mailto:careers@quantiam.com)