



## Position Profile

**Job Title** Administrative Assistant  
**Reports to** Controller

## About Us

Building on our history of residential work over the past 30 years, Len Corcoran Excavating (LCE) has grown to become a leader in underground infrastructure work for municipalities, large commercial, industrial and institutional organizations in our community and surrounding area. LCE is committed to providing a safe, comfortable and welcoming environment for all our employees. We strive to be a different kind of construction firm; one that believes in honest communication and providing the front-line employees with what they need in a timely manner to allow them to do their jobs to the utmost of their ability. Everyone who works at LCE shares in the challenges, successes and growth of the company and everyone's voice is welcome. LCE is committed to putting *People before Profit*.

## Job Summary

Working directly with the Controller, the Administrative Assistant is the first point of contact for internal and external clients. The Administrative Assistant provides administrative support for the team to ensure efficient operation of the office. Assisting with payroll, accounts payable and directing incoming telephone inquiries. The Administrative Assistant works with all levels within the company's team to foster a positive, proactive, forward thinking work environment that engages the workforce.

## Duties and Responsibilities

- Communication, answering and directing telephone and email inquiries
- Produces and distribute correspondence, memos, faxes
- Assists in the preparation and running of various reports
- Manages office supplies and requests for orders, maintain supplies and inventory
- Reconciles reports, job costing, data entry
- Assists with processing accounts payable and payroll
- Oversees office equipment and maintenance schedules
- Provides general administrative support including copying, scanning, emailing
- Handles confidential material
- Assists with creating efficiencies,
- Provides coverage for controller when out of office

## **Qualification**

- Three to five (3-5) years of experience in the construction industry considered an asset
- Post-secondary education in Business Administration an asset or equivalent in education and experience
- Proficient in Microsoft Office including excel, word, outlook and SAGE or experience or knowledge of similar accounting systems
- Strong sense of urgency and problem-solving skills
- Exceptional customer service skills
- Excellent time management skills and the ability to multitask
- Strong organizational skills
- Excellent communication skills both written and verbal
- Attention to detail, high level of accuracy
- High level of professionalism and confidentiality
- Experience providing clerical support in a fast-paced environment with competing priorities
- Excellent data entry skills
- Strong interpersonal skills

## **Working Conditions/Physical Demands**

- Ability to work in fast paced environment
- Required to sit for extended periods of time
- Performs repetitive tasks, i.e. data entry

## **Health and Safety**

- Strong understanding and commitment to health and safety procedures and regulations in the workplace

## **Accommodation**

Our company is committed to providing accommodations throughout the recruitment process. If you are an individual who requires accommodation due to disability, please email us at [hr@lencorex.com](mailto:hr@lencorex.com)