

Administrative Specialist

JNE Welding has been providing quality custom steel fabrications for resource based industries for more than 38 years. We are located in Saskatoon Saskatchewan and proudly serve the mining, environmental, construction, oil sand and power generating sectors. We provide a challenging, and rewarding work environment.

JNE Welding is currently seeking a dynamic, and well-organized **Administrative Specialist** who enjoys working in a professional environment and providing support in a variety of functions. This role will include the following duties and tasks:

- Provide direct administrative and office management support to all members of the key management team with a focus on Health & Safety and HR.
- Monitor calendars of management, particularly the CEO in order to provide meeting support as required.
- Prepare travel schedules, book travel arrangements, and make reservations for JNE personnel as required.
- Coordinate logistics of management team programs including meetings, seminars, workshops, special projects, and events.
- Review all documents, reports, and correspondence prepared for management signatures and/or authorization, for format, content, grammar, spelling and make edits as necessary.
- Prepare draft reports, background documentation, and research.
- Review, evaluate, and distribute priority correspondence for management team.
- Take minutes and notes for meetings of management personnel as required.
- Prepare and review presentations.
- Present a positive and professional image to all visitors, suppliers, inquiries, and other persons.

The ideal candidate will have the following qualifications and experience:

- Post-secondary diploma/degree (BSc/BA) in Business Administration, or relevant discipline, required.
- 5-7 years' experience in an Administrative role preferred.
- Impeccable verbal and written communication skills, and a friendly demeanor
- Demonstrated experience in preparing and reviewing written communications.
- Strong knowledge of office procedures and practices.
- Keen attention to details.
- Above average proficiency with Microsoft Office Suite (Outlook, Word, Excel, Power Point).
- Resourceful and flexible.
- Proven organizational and time management skills.

JNE offers a competitive wages and benefit package, fitness facility, challenging work, and a commitment to continuous improvement and excellence. JNE places considerable emphasis in our hiring strategy on

attitude versus pure aptitude. We continue to build a strong team that has depth in both personal leadership skills as well as industry related training and experience.

JNE Welding
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For more information about JNE Welding, please visit our website at jnewelding.com