

VOLKER STEVIN POSITION PROFILE

Position:	Administrative Assistant	Status:	Full time – Hourly
Company:	Volker Stevin Highways Ltd.	Location:	Taber, Alberta
Division:	Highways	Supervisor:	Superintendent

Is this Safety Sensitive position?

No

Volker Stevin Canada and its subsidiaries across **Western Canada** are dedicated to providing the highest level of quality services in the areas of: construction, project management, highway maintenance, civil works and bridge construction, maintenance and rehabilitation expertise, and asphalt/aggregate plants and pits.

In anticipation of our client's needs, we strive to build and maintain long term relationships based on safety, quality, value, trust, and timely service. In addition to upholding professionalism, integrity, honesty, and fairness in our relationships with our clients, professional associates, subcontractors, and suppliers we ensure the longevity of the Company while sustaining growth and profitability.

Holding a moral obligation to a safe, environmentally responsible work environment we model safety excellence as our way of life – where individual professional growth is the foundation for company growth. Our culture of building and maintaining successful partnerships instills confidence in achieving both employee and client goals.

Position Rationale

Supporting Volker Stevin Highways Ltd. and contributing to the success of Volker Stevin as a whole, through the delivery of superior customer service, collaboration, and combined efforts of the entire administrative team. The Administrative Assistant position provide support to managers, other employees, and office visitors by handling a variety of tasks in order to ensure that all interactions between the organization and others are positive and productive.

Position Accountabilities

Administration Responsibilities:

- Open, sort and distribute correspondence, including faxes and emails.
- Use Office 365 software to prepare and create forms, reports, memos, letters, and other documents.
- Organize meetings, including preparing agendas and recording minutes.
- Maintain job task instruction binder, notes, OneNote, etc. and ensure all is up to date on a regular basis.
- Order supplies, maintain, and operate office equipment such as fax machines, photocopiers, voice mail messaging systems and computer scanning equipment.

- Coordinate, participate, offer support for ad hoc projects and events based on instructions from manager (e.g., Company social events, special projects, Company initiatives, etc.).
- Manage communication with third party vendors (e.g., answering service, couriers, etc.)
- Maintain P-Card accountabilities by providing appropriate supporting documents (original receipts) for expenses, and process all expenses incurred on the relevant online website.
- Assist personnel in preparing expense reports, including classifying and coding electronic files.
- Assist office staff with creation and changes to P.O.'s through the ERP system (i.e., D365 Dynamics).
- Order, organize, distribute forms (e.g., daily diaries, snow removal, safety meeting minutes, etc.).
- Track small subcontractor documentation and ensure that proper information is collected.
- Ensure that annual Hay Permit advertisements are placed in local newspapers.
- Maintain Operations filing system (manual and electronic).
- Regularly update (quarterly or more frequently as needed) the Emergency Contact List and Employees list and distribute to relevant personnel.
- Data entry of documentation into the Learning Management System (LMS) (e.g., evaluations, etc.).
- Create Traffic Accommodation Strategies (TAS), when required.
- Troubleshoot hardware and software problems.
- Schedule and manage supervisors' travel and meetings using electronic calendar systems.
- Contact available Office Assistant/Administrative personnel to provide coverage when away on vacation, sick leave, etc.
- Increase knowledge on Highway Maint. activities – review modules, Safe work procedures, SMG, etc.
- Track work progress and compile information for billing of work for clients.
-

Other Departmental Responsibilities:

- Provide assistance to Safety Manager by scheduling/organizing safety related training (e.g., first aid, snow fighters workshop, hearing testing), organize, enter & upload training certifications and file safety documentation.
- Electronic sorting and filing of FLHA's, safety meetings, etc. to be kept up to date.
- Provide assistance in tender processes for the Superintendent by retrieving tender documents, project set-up and document maintenance and other tasks related to tendering as required.

Reports/Permits/Incident Responsibilities:

- Assist, gather and review information for storm response submission to AT (including a comprehensive summary of events).
- Obtain monthly Health & Safety reports from each Foreman. Compile information and submit monthly summary to Alberta Transportation.
- Accumulate and consolidate required paperwork for Safety QA/QC binder.
- Track and forward concern reports to appropriate personnel.
- Assist with the distribution of permits, if required.

Customer Service:

- Clearly understand who internal and external customers of the Volker Stevin Group of Companies are.
- Represent Volker Stevin in a professional, helpful and confidential demeanor.
- Demonstrate a “can do”, problem solving approach to all inquiries and concerns.
- Manage administrative workload by keeping team aware of any conflicting priorities.
- Know when to escalate an issue for immediate response.

Working Environment / Conditions:

- Ability to sit for extended periods of time while working.
- Fast-paced environment with tight deadlines.
- Business casual office attire.
- Core business hours are Monday-Friday from 8:00 am to 5:00 pm.

Safety:

- Actively engage in Volker Stevin Canada’s culture of Safety Excellence.
- Facilitate and assists with Reward & Recognition programs where established.
- Engage senior management on an ongoing basis regarding safety activities and successes.
- Remain visibly committed to the safety excellence way of life by:
 - Participating in all relevant safety training.
 - Following environmental and safety policies and procedures.
 - Ensuring safety and wellbeing of co-workers and staff and support Respectful Workplace environment.
 - Reporting conditions as perceived unsafe.



Position Requirements

Qualifications & Experience:

- High School Diploma or GED Equivalent is required.
- Minimum 5 years administrative experience or equivalent training.
- Exceptional organizational skills and attention to detail.
- Excellent interpersonal, relationship-building and communication skills.
- Experience with planning events and travel arrangements.
- Experience supporting a team of multiple individuals.
- Proficiency in the use of Microsoft 365 Office applications.
- Experience with an D365 Dynamics ERP system, an asset.
- Experience with an LMS, an asset.