



Administrative Assistant

Flying Post Camp and Logistics (FPCL) has become well known in the Sudbury and Timmins area. FPCL's primary focus is on construction for remote workforce housing and modular accommodations, along with site services in the remote work camp industry.

We are currently seeking a **Administrative Assistant** to join our team.

Location: **Lively, ON and on rare occasions work at site (Gogama, ON)**

Work Schedule: **Monday to Friday- 40-hour work week**

Job Type: Full-time

Benefits: Health Care and Dental Care- after successful completion of the 3-month probationary period.

Responsibilities

- Undertake clerical duties including document control, emailing, scanning, and data entry.
- Data Management as required.
- Use set procedures for Document Management for everyday operations, maintenance, and quality control.
- Assist with developing, drafting, editing, and formatting various documents.
- Schedule and organize internal and external meetings/ events- taking minutes of meetings.
- Provide a wide variety of administrative support.
- Prepare and maintain contact lists, agenda packages, communication matrix, and meeting minutes.
- Assist with invoice processing and filing as required.
- Assist with travel arrangements.
- Overseeing and keeping inventory of office supplies and when needed place in the orders.
- Facilitate and update office related forms and documentation.
- Ensuring availability to help colleagues and employees where necessary.
- Travel to project sites, for up to 4 days/ 3 nights per month to support administrative functions, if required.
- Other administrative functions as required.

Education/ Qualification

- Diploma or degree in a Business Administration or in a related field required.
- Ability to multi-task.
- Intermediate Microsoft office skills.
- Experience in an Administration role is beneficial.
- Experience in the construction or mining industry is considered an asset.
- Excellent communication skills required.
- Must be able to work independently and with others.



Other Requirements

- Must be conversant with OHSA regulations and comply with the site safety plan and rules.

Flying Post Camps and Logistics is an equal opportunity employer. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Thank you for your interest in Flying Post Camp and Logistics. Please note due to the volume of applications only those applicants selected for an interview will be contacted.

If interested, please contact:

Victoria Mackenzie - Human Resources Coordinator
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