



Administrative Assistant Grande Prairie

About Midwest Surveys:

Midwest Surveys is a company that values its people! With 65 years in the industry, we have been ranked as one of the 50 Best Employers in Canada, a Top Employer in Alberta, and a top benefits provider in Canada.

Midwest Surveys is a professional land surveying firm providing geomatics services to the energy industry and municipalities through our ten offices in Saskatchewan, Alberta, and British Columbia. We actively support local communities and we are committed to providing an outstanding work environment.

Position Description:

In this role, you will be responsible for providing reception support as well as assisting with various administrative duties pertaining to the execution of survey projects. Duties will include, but are not limited to:

- Reception support;
- Outgoing and incoming delivery coordination to and from all office locations, field crews, and clients;
- Plan reproduction and e-mailing;
- Survey project material setup and research;
- Interests and title searches using various government agencies, databases, and web pages;
- Invoicing and client administration; and
- Daily field work tracking and posting.

Qualifications:

This position requires a high school diploma, with preference given to candidates who have completed a post-secondary office administration program. The successful candidate will be proficient with the Microsoft Office suite, including Excel, Word and Outlook. Working knowledge of the Alberta township system. Previous experience working in the land surveying industry is considered an asset.

Key Competencies and Behavioral Attributes:

- Motivation to work in a high volume team environment;
- Professional telephone manner and customer service skills;
- Customer service orientation;
- Superior communication skills both one to one and in-group settings; and
- Excellent organizational skills and attention to detail.

To apply for this posting, please e-mail your cover letter and resume to recruitment@midwestsurveys.com. **Please quote 'Job Number 1443' in the subject line.** For more information on working with Midwest Surveys please visit the Careers section of our website, www.midwestsurveys.com.

All applications will be kept confidential
Only those selected for an interview will be contacted



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