



## **Site Support Administrative Assistant**

### **General Office Administration Duties Including:**

Collecting, reviewing and remitting daily, weekly and monthly site specific paperwork

Administrative support for Safety Department

Administrative support for Site Personnel

Participate in all site safety meetings

Note taking for all site meeting participation

Maintain cleanliness of all site administrative spaces

Maintain site office and site inventory as required

Maintain accurate records

Other duties as required

### **Skills**

Minimum one year in an office administrative role

Excellent time management and prioritizing abilities

Proficiency in Microsoft Office

Organized and professional

Willingness to learn new tasks

Valid Driver's License

Willing to work in a field office, including working outdoors in all weather conditions

Appropriate PPE – Hard Hat, Steel Toed Boots, High Vis Safety Vest, Safety Eyewear

Interested/Qualified applicants, please forward resume to [info@rsicontracting.com](mailto:info@rsicontracting.com)