

Administrative Assistant

St. Andrews, MB

DGH Engineering (DGH) is now hiring a full-time Administrative Assistant (AA). Responsibilities include client liaison, report writing, travel coordination and support for client presentations.

The position will provide detail-oriented, deadline-driven administrative support in all business activities. Additionally, the AA should be an organized, politely assertive, articulate professional who can interact effectively with colleagues and clients. The position requires clarity of thought, exemplary communication skills and tactfulness, superior organizational skills, ability to manage complex and competing priorities, strong customer service orientation, sound judgement and flexibility.

The position is entirely onsite. DGH is a multidisciplinary consulting company, and in person engagement is necessary to accommodate the collaborative and fast paced environment. Also, this position includes assisting with reception duties when our full-time receptionist is not available.

REQUIREMENTS

- ✓ Two (2) years of related experience or a college diploma in business communications or related technical program
- ✓ Must possess a valid driver's license for a passenger vehicle
- ✓ Prior experience in an engineering organization is an asset

KNOWLEDGE, SKILLS AND ABILITIES

- Able to deliver quality support by ensuring strong attention to detail and the ability to manage multiple competing priorities within tight deadlines
- Intermediate to advanced skills using Microsoft Suite (Word, Excel, PowerPoint, and Outlook)
- Mastery of professional etiquette and poised business acumen
- Experience with extensive travel scheduling, systems, coordination, airline rules regarding upgrade, etc.
- Demonstrated ability to use diplomacy and tact in all communication, written and verbal
- Ability to identify problems and determine the best course of action for their resolution, including knowing when to communicate and engage others
- Ability to think analytically and proactively solve problems
- Flexibility and willingness to handle new and different tasks

KEY RESPONSIBILITIES

- Assist in all business activities, including communicating with clients, arranging meetings, diarizing matters, following up on matters, and making travel arrangements
- Provide assistance including typing and preparation of reports, preparing proposals, drafting of letters
- General office organization, including managing the filing system
- Make travel arrangements for all staff
- Back-up reception duties

ABOUT US

DGH is a full-service integrated building design firm delivering design, engineering and construction management services. We provide comprehensive building design services where desirable, or specific discipline design as part of project teams with other professionals or trade contractors.

Submit Resume: hr@dghengineering.com

Please send resume and cover letter in **PDF file format**. While we thank all applicants for their interest, only those selected for an interview will be contacted.

Why DGH? Find out at:

[DGH Engineering Ltd.: Life | LinkedIn](#)

www.dghengineering.com/ca/reers/