

# **FORTRESS ROOFING & EXTERIORS LTD.**

## **P/T – F/T Seasonal Administrative Assistant**

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### **POSITION SUMMARY**

The Administrative Assistant will participate in the ongoing development, oversight and maintenance of various administrative and customer service oriented tasks within Fortress Roofing & Exteriors Ltd. This is a part time, seasonal position, hours range from 8 – 32 hours/week, varying by season with the requirement for full time hours during busy times (usually August – October).

### **MAJOR DUTIES/RESPONSIBILITIES**

1. Reception / call direction
2. Lead development involving taking customer information, creating lead sheets, respond to customer inquiries, answering job related questions and determining customer needs/requirements.
3. Development/maintenance of filing systems for both paper and computer files
4. Data Entry/basic book keeping/tracking using Excel/QuickBooks/Xactimate and other software  
Develop an understanding of all areas/office related duties
5. General Administrative Relief and Support to other members of the team as required
6. Participate in developing new marketing ideas and strategies
7. Creating/send correspondence to customers and vendors as required
8. Participate in coordinating daily schedules for Field Supervisor(s) / Estimator(s)
9. Communicate with potential customers about changes to quote/inspection scheduling
10. Create Customer Invoices and Warranty Packages and coordinate payment / job inspections
11. Ordering office supplies
12. General administrative duties as required

### **DESIRED QUALIFICATIONS**

- Excellent computer skills with knowledge in Microsoft Applications and ability to learn new programs quickly. Experience in Quickbooks and/or Xactimate a major asset
- Willingness to work flexible hours and travel to Millarville to work
- Strong Organizational and Interpersonal skills
- Ability to multitask and handle a cross-functional role
- Self starter who is comfortable working alone at times
- Knowledge and experience in exterior construction, insurance work or other related fields an asset

### **WAGE/HOURS**

This is a contract position, pending the completion of a 90 day probation period. The starting hourly rate will be \$17-\$20/hr. to be determined based on experience. After successful training period (2-3 months) Wage will be reviewed for increase and annually after that based on job performance. Maximum wage for this position is \$28/hr. Hours (Start/End times) to be negotiated and determined on a seasonal basis. Contract will potentially be suspended from December – April each year.

### **TO APPLY**

Please send resume and cover letter explaining why you feel you would be a fit for this position to [info@fortressroofing.ca](mailto:info@fortressroofing.ca) or by fax to 403-264-7876. We will only be contacting applicants that are selected for interviewing.