



Tri-Tech Pinnacle Group Inc. is one of Canada's leading roof and building envelope consultants with over 30 years experience and offices in Vancouver, Calgary, Toronto, Montreal & Halifax. Our team consists of registered roof observers, building science specialists, certified thermographers, and professionally trained inspectors. Our services include but are not limited to roof condition reports, specifications, a full range of inspection services, a full range of testing services and infrared thermography.

Tri-Tech Pinnacle Group is currently seeking an administrative assistant to perform administrative and accounting duties for our Vancouver office. This position reports to the Operations Manager.

Responsibilities

- Ensure client reports are formatted correctly and check technical and grammatical accuracy
- Email completed reports to clients in a timely manner
- Create new jobs in project management software
- Prepare reports for Management and clients using Microsoft Word and Adobe
- Manage and coordinate office equipment and supply contracts and services
- Provide invoicing and payables support to accounting
- Assist the sales team with client proposals and preparation of documents
- Perform other administrative duties as required

Skills and Qualifications

- Word, Excel, Email, Adobe – intermediate level
- Ability to learn new software applications quickly and independently
- Working knowledge of Quickbooks is an asset
- Excellent English written and verbal communication skills
- Post-secondary education
- Ability to prioritize and multi-task to ensure timely work completion

Hours of Work:

- Monday to Friday 8:00am to 4:00pm
- May be required to attend company events outside regular hours of work
- Dress Code: Business casual
- Company events: business casual or as requested by the Management

What we offer:

- Competitive compensation package with group benefits and RRSP program
- Paid sick/personal days and two TTPG days per year (as scheduled by Mgmt)
- Annual performance review and bonus
- Company events and team building
- Company paid training (manager approved)

No phone calls please. Resumes can be emailed to careers@ttpg.ca