

Administration Assistant

Valley Geotechnical Engineering Services Ltd. (Valley Geo) is seeking an **Administration Assistant** to cover maternity leave (1 year) starting in February.

Valley Geo is a vibrant team orientated company that provides an array of engineering services. We strive to create an open, lively, learning, and approachable work atmosphere. Our team consists of fourteen engineers, technologists, and administration staff. Our corporate goal is to provide quality engineering services to our clients in an efficient and timely manner by striving towards practical solutions.

This position will involve working alongside the Valley Geo team to provide the services clientele have come to expect.

The responsibilities will generally include the following:

- Support administration and senior staff members
- Interaction with clientele and contractors
- Digital data management and entry
- Follow up and liaison with clients, contractors, and fellow employees
- Maintenance of Valley Geo's social media presence

Valley Geo is committed to providing the support required for employees to succeed in the above responsibilities. For further information on Valley Geo please visit our webpage at www.valleygeo.ca.

If you would like to join the Valley Geo team or would like additional information about this position do not hesitate to reach out to us. Those wishing to apply should email their resume to general@valleygeo.ca.

We look forward to hearing from you and thank you for taking an interest in Valley Geotechnical.