

Job Title: Entry-Level Administrative Assistant

About Us:

Valley Geotechnical's mission, as an employee-owned company, is to listen, mentor and guide our personnel so that our clients receive the highest level of service. Our team collaborates with other engineering disciplines and clients, to build trust and certainty in all of the solutions presented.

We're looking for a motivated and organized Entry-Level Administrative Assistant who's eager to learn and grow with our team. If you thrive in a fast-paced, technical environment and love keeping things organized, we'd love to meet you!

Position Overview:

This entry-level role is perfect for someone looking to start or build their career in a professional office setting. You will provide essential administrative support to our technical teams, assist with project documentation, and help keep day-to-day operations running smoothly. The position will start out as part time working into full time within a 6 month period.

Key Responsibilities:

- Assist in preparing and formatting documents, letters, and proposals
- Maintain digital and physical project files
- Filing and archiving documents
- Order office and field supplies as needed
- Support staff members and managers
- Greet visitors and handle phone and email communications
- Resolving customer inquiries and issues
- Provide general office support and assist with occasional errands or deliveries

What We're Looking For:

- Strong attention to detail and organizational skills
- Excellent communication and willingness to learn
- Proficiency with Microsoft Office (Word, Excel)
- Ability to manage multiple tasks and prioritize effectively
- Positive, can-do attitude and a proactive approach
- High school diploma or equivalent; an associate's degree or some college coursework is a plus
- No prior experience in geotechnical or engineering required, but a desire to learn about the industry is a big plus!

What We Offer:

- Competitive starting wage of \$20 - \$25 depending on experience
- Health care spending account
- Paid vacation, sick/personal days, overtime and mileage
- Ongoing training and mentorship
- Growth opportunities within a respected engineering firm
- A friendly, supportive team environment
- Permanent part time transitioning to full time position on a Monday – Friday schedule

How to Apply:

Please send your resume and a brief cover letter telling us why you'd like to join Valley Geotechnical to Melissa at m.marissen@valleygeo.ca We're excited to help you launch your career!

Valley Geotechnical would like to thank all applicants for expressed interest in our firm; however, only candidates considered for an interview will be contacted.