



CAREERS AT IRD

ADMINISTRATIVE ASSISTANT

Department: Administration

Receives Direction From: Sr. Manager, Corporate Resources

Responsibilities May Include:

Office administration

- Provide support to the Sr. Manager of Corporate Resources as required
- Provide secretarial and administrative support to management and other staff
- Make travel, meeting and other arrangements for staff - under direction of Sr. Manager of Corporate Resources
- Coordinate the maintenance of office equipment and building/grounds
- Assist with coordination of meetings, guests, meeting rooms, etc.
- Update company vehicle database and information
- Use computer word processing, spreadsheet, and database software to prepare reports, memos, and documents
- Update and ensure the accuracy of the organization's databases
- Maintain company cell phone/calling card information
- Other duties as required

Reception duties (as back-up)

- Answer general phone inquiries using a professional and courteous manner
- Direct phone inquiries to the appropriate staff members
- Reply to general information requests with the accurate information
- Greet clients/suppliers/visitors to the organization in a professional and friendly manner
- Prepare and send outgoing faxes, mail, and courier parcels

Skills Required:

- Familiar with MS Word, Excel and Windows XP.
- Works well independently and with a team
- Learns new tasks quickly
- Good organizational and record keeping skills
- High level of accuracy and attention to detail
- Excellent written and verbal communication skills

If you are interested in applying at IRD, a resume should be forwarded in confidence to Human Resources at **702 43rd Street East, Saskatoon, SK S7K 3T9**, fax: **306-653-6609** or email: jobs@irdinc.com



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Education and Experience:

- Experience in office administration
- Diploma or Certificate in an Administrative Field.

Please indicate position 'AS0804' in your cover letter and subject line.

If you are interested in applying for this position, your resume can be submitted in confidence by mail, fax or e-mail to the information below.

**International Road Dynamics Inc.
702 43rd Street East
Saskatoon, Saskatchewan S7K 3T9
E-mailed - jobs@irdinc.com
Fax: 306-653-6609**