

JA Tech Inc. is a provider of construction & field technical services for most equipment and apparatus which form a part of an electrical power system. Services vary in scope from emergency troubleshooting to installation, maintenance and acceptance testing, commissioning, start-up, system studies & analysis, repairs, & turn-key type solutions.

We are an equal opportunity employer that is committed to strengthening our company through inclusion & diversity. We are committed to recruiting & retaining a Site Administrator.

### Compensation Package

- Wage is dependent on experience
- Enrolment in the following after 90 days:
  - 100% Company funded Life/Dependent/AD&D Insurance, Short- & Long-Term Disability
  - myFlex Plan
  - EAP
  - DPSP
  - Wellness Days
  - Banked Time

### Duties & Responsibilities

- Providing daily administration support to on-site staff
- Daily data entry (extensive work with Excel Spreadsheets)
- General administrative duties
- Interact daily with employees, clients, & subcontractors
- Assist with prepping documents for required permits
- Manage site office equipment
- Assist with equipment procurement
- Daily communication with office staff & management
- Conduct work in a manner prescribed by JA Tech's Occupational Health, Safety & Environmental Manual
- Perform other duties as required

### Skills & Qualifications

- Degree, diploma or certificate from a recognized administration program
- Experience in an administrative role
- Expert use of Microsoft Office
- Experience with file management systems
- Experience with data entry
- Strong attention to detail
- Valid Class 5 driver's license
- Must be legally entitled to work in Canada

### How to Apply

Please submit your resume in strict confidence to: [careers@jatechpowersystems.com](mailto:careers@jatechpowersystems.com)

We thank all applicants; however, only those selected for an interview will be contacted.