



CANYON CITY CONSTRUCTION LIMITED PARTNERSHIP

CNDC GROUP OF COMPANIES

SECTION 1: POSITION DESCRIPTION

Position Title	Administrative Assistant
Location	Whitehorse
Type of Position	FULL TIME
Supervisor	Operations Manager

SECTION 2: POSITION SUMMARY

The Administrative Assistant's function at **CANYON CITY CONSTRUCTION LP** is to provide clerical support the entire senior management team by the efficient coordination of clerical office and field activities for projects assigned.

SECTION 3: PRINCIPAL DUTIES AND RESPONSIBILITIES

The Administrative Assistant is directly responsible to the Operations Manager for the proper discharge of their duties. They may delegate portions of their authority to other qualified personnel, but they do not relinquish total responsibility.

SECTION 4: SPECIFIC ACCOUNTABILITIES

The purpose of this standard procedure is to define the job description of the Administrative Assistant through the outline of his/her duties, authorities, and responsibilities. To carry out this duty, the following duties must be properly fulfilled:

- Organize project meetings including taking minutes, sending invites to relevant people ordering food, coffee, etc.
- Organize board meetings including distributing packages, sending invites, sending reminders, ordering food, coffee, etc.
- Follow through and expedite all mail for mailing.
- Must be computer literate with basic knowledge of word programs.
- Assisting all senior staff with administrative duties.
- Assisting the Operations Manager, Site Manager and Gravel & Equipment Manager with aspects of Safety Program as required.
- Assists the Operations Manager with bank deposit, supply runs, general expediting needs for the office.
- Greeting clients, employees, and the general public.
- Collecting data, forms and safety sheets from project sites, gravel pits and equipment shop.
- Maintaining office supplies at the office and equipment shop.



CANYON CITY CONSTRUCTION LIMITED PARTNERSHIP

CNDC GROUP OF COMPANIES

The above outline of duties is not arranged in order of priority. Those duties are not meant to restrict initiative, but rather to describe minimum activities. Those duties will from time to time be altered by the Operations Manager to suit the needs of the company.

SECTION 5: DECISION MAKING

The Administrative Assistant derives the authority from the Operations manager for the proper discharge of his/her duties.

SECTION 6: PERSONAL SUITABILITY

This position requires an individual who has outstanding interpersonal and communication skills, and a strong ability to work as part of a team. The incumbent will possess general administration knowledge and display a willingness to learn and train as required for the above duties. Cross cultural awareness and a friendly, personable, and diplomatic demeanor is required.

SECTION 7: QUALIFICATIONS

- 2+ years of office related experience.
- Ability to multitask, prioritize tasks, and manage time efficiently.
- Strong written and verbal communication abilities.
- Proficient in Microsoft Office and other relevant software.
- Ability to maintain accuracy in tasks like data entry and document preparation.
- Resourceful in resolving unexpected challenges.
- Able to adjust quickly to changing priorities and circumstances.
- Provide excellent service to clients, visitors, and stakeholders.
- Maintain strict confidentiality with sensitive information.
- Work effectively with colleagues across departments.
- Previous administrative or relevant experience is advantageous.
- Demonstrate professionalism in demeanor, appearance, and conduct.
- Experience working in an office.
- Clean drivers abstract and own transportation.

SECTION 8: WORKING ENVIRONMENT



CANYON CITY CONSTRUCTION LIMITED PARTNERSHIP

CNDC GROUP OF COMPANIES

This position works in a normal office environment, though the incumbent is required to work some irregular hours, including evening and weekend work for Board of Directors meetings. Seasonal overtime may be required (i.e., fiscal year-end).

SECTION 9: CONDITIONS OF EMPLOYMENT

- Non-disclosure agreement
- Conflict of interest declaration
- Valid Class 5 drivers' license and reliable transportation
- Criminal Records check
- Willingness to work flexible hours to accommodate Board of Directors meetings and seasonal overtime requirements.

SECTION 10: SIGNATURES

The above information in this description has been designed to indicate the general nature and level of work to be performed by the employee. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities assigned to this job.

<p><u>Supervisor:</u> I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.</p> <p>Signature: _____</p> <p>Date: _____</p>	<p><u>Incumbent:</u> I have read the foregoing position description and understand that it is a general description of the duties assigned to the position occupied by me.</p> <p>Signature: _____</p> <p>Date: _____</p>
--	---

SECTION 11: CNLP GROUP OF COMPANIES APPROVAL

I approve this position description as being representative of the work I require to be performed and that the responsibility and authority levels identified have been delegated to this position.

Operations Manager
Canyon City Construction LP

Date