

Word Processor / Division Administrator



Trace Associates Inc. (Trace) is a 100% employee-owned environmental consulting firm advising the energy, mining, industrial, forestry, real estate, and development market sectors. We provide services in environmental site assessment (ESA), remediation, reclamation, spill response, liability assessment, environmental auditing, GIS, regulatory advisory, and facility decommissioning.

Our Vision is to be the most respected specialized environmental consulting firm in Western Canada and our Mission is to be safe and be the best. Our Core Values are safety, excellence, and balance.

THE OPPORTUNITY
We are seeking a Word
Processor / Division
Administrator
based out of our
Saskatoon office.

YOUR RESPONSIBILITY

- Format, proofread, print, copy, and assemble technical letters and documents in accordance with Trace standards.
- Assist technical staff with project administration needs (formatting letters, reports, filing, etc.).
- Coordinate delivery of technical documents to clients, stakeholders, and government agencies.
- Provide office reception desk duties.
- Assist with electronic and paper filing.
- Take minutes and make travel arrangements and bookings.

YOUR PROFILE

- Minimum two years experience in an office environment.
- Proficient in Microsoft Word, Excel, and Adobe Acrobat Pro.
- Positive and enjoy helping others.
- Organized and thrive in a team environment.
- Outstanding attention to detail.
- University degree, College diploma, or certificate in office administration or other relevant education.
- Membership with the Association of Administrative Assistants is considered an asset; however, it is not a requirement.

For further information or to apply, quote position no. CAN-SK-SASK-0400-12 and email your resume to info@traceassociates.ca or visit TraceAssociates.ca

We thank all those who apply; however, only those selected for interviews will be contacted.

environmental consulting scientists

Calgary | Edmonton (St. Albert) | Lethbridge | Stettler | Didsbury | Regina | Saskatoon