

# Employment Opportunity

## Administrative Assistant

**Location:** Office Based

**Position type:** Full-Time

**Schedule:** Monday to Friday, 35 hours/week.

**Pay:** We offer competitive pay that aligns with the expertise and qualifications.

At Advanced Access Engineering we are dedicated to delivering quality work and responsive service to our clients' projects while prioritizing safety for our team and all stakeholders. We are committed to operational excellence and efficient project delivery across all areas of our business. Our support staff play a critical role in enabling field and management teams by ensuring our digital systems, documentation, and administrative workflows are streamlined, accurate, and well-maintained. We prioritize a culture of accountability, safety, and continuous improvement.

### Position Overview

We are hiring an Administrative Assistant with a strong focus on digital systems and documentation control and filing. This position supports internal teams by maintaining accurate records, assisting with document sorting, formatting and filing, and ensuring that information is properly managed across our systems. You'll work closely with project managers and field teams.

### Working Conditions

This position is office based, working from our office in Conception Bay South. This position does not offer working remotely.

### Key Responsibilities

The key responsibilities of the Administrative Assistant will be:

- Data entry, email tracking, and document preparation.
- Ensure all documentation is submitted and stored in line with company procedures.
- Maintain and update digital systems (project databases, document control systems, inspection logs, certificates etc.)
- Support the setup, organization, and archiving of digital documentation across multiple platforms.
- Manage email correspondence, file structures, and associated communications as required.
- Coordinate, organise and track incoming and outgoing documentation for projects.
- Maintain internal records such as training logs, asset registers, and safety documentation.
- Liaise with project managers and field personnel to collect and file daily documentation.
- Provide reminders, updates, and support for task tracking and deadline compliance.
- Assist team members as required.

### Key Qualifications

The right person for this job will have the following qualifications;

- 2+ years of administration experience in a technical or service-based environment.
- Highly proficient with Microsoft Office Suite (Word, Excel, Outlook, SharePoint, OneDrive).
- Strong organizational skills with attention to detail.
- Experience working within digital files and systems.
- Familiarity with digital documents and adapt to management procedures.

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- Good understanding basic project administration.
- Experience supporting remote or field teams.
- Excellent communication and a positive, team-focused attitude

### Application Process

Interested candidates should submit their resume and a cover letter detailing their relevant experience online or via the company's online candidate management system.

Please use the following link to apply: [APPLY](#)

Or Scan with Phone/Device

