



## Receptionist

South East Construction L.P. is a union-based, multi-trade, industrial construction, and maintenance company. Part of the SECON Group of Companies, with site locations throughout Western Canada, South East Construction L.P. takes great pride in providing a safe and rewarding work environment for our employees as we continue to diversify and grow.

### Position

Reporting to the Controller, you will be responsible for performing the Reception & Office Administration duties within the organization.

We offer a modified work arrangement. Hours will be Monday – Thursday, 9-hour days with the working Friday an 8-hour day and every second Friday off.

This position will be located at Esterhazy, SK.

### Job Duties

- Manage the switchboard for the SECON Group of Companies;
- Obtain and distribute daily incoming and outgoing mail, including inter-office packages;
- Maintain the corporate contact list;
- Monitor and maintain office supplies and assist in general office maintenance;
- Assist in distribution of intercompany announcements;
- Provide assistance to the Accounts Payable & Accounts Receivable departments as well to the Corporate Coordinator as required;
- Complete various other administrative and filing duties as assigned;

### Qualifications:

- Proficient in Microsoft Office: Word, Excel and Outlook;
- Requires strong attention to detail and accuracy;
- Must be a team player willing to complete a variety of tasks;
- Ability to meet deadlines in a fast-paced Construction Environment;
- Ability to learn quickly, with strong communication, time management and organizational skills;

### Total Compensation

With this opportunity, South East Construction LP offers a competitive Total Compensation Package, including fair and equitable wages and a comprehensive group benefit plan.

### Application Process

Please apply by sending a cover letter and resume to [recruiting@secon.ca](mailto:recruiting@secon.ca). Please include in your cover letter why you are interested in the job and which skills, experience, and/or education make you an excellent candidate for this role.



The start date is as soon as the successful candidate is available.

We thank all applicants for their interest; however only those candidates with cover letters and resumes who fit the needs of the company will be contacted.

**Closing Date**

Open until suitable candidate has been hired.