



Advanced Energy Management Ltd.

*Putting our **energy** into saving yours*

Are you well-organized? Motivated? A keen learner?

Do you want to work for a progressive company that will invest in your development?

If your answers are all a YES to the above questions...

We will develop you into a Design Technician and an Estimator...all you need is the willingness to learn!

Advanced Energy Management Ltd. (AEM) wants you to join our growing company and talented team! AEM is known for helping high-performance building owners and industrial plants to reduce energy consumption and greenhouse gas emissions. We are currently seeking for a well-organized and self-motivated **Estimating & Design Administrator** to support our growing team. This position is a **1-year temporary assignment** with a potential to move into a permanent position.

Reporting directly to the **Estimating Team Leader**, the **Estimating & Design Administrator** is responsible for providing administrative support to the Estimating and Design team.

Administrative estimating and design function include but are not limited to:

- updating and maintaining entries in estimating software and calendar to ensure timely completion of estimates
- managing and organization of estimating email box and ensuring timely correspondence
- providing support in booking projects
- filling out tender forms and ensuring accuracy of information
- developing and maintaining an organized system for group folders
- assisting in printing out documents and drawings
- supporting the Design team by updating as-built drawings
- attending group meetings as required
- helping with miscellaneous administrative duties including some data entry and file management
- supporting the Design team and Estimating team with current projects
- communicating effectively any recommendations for process improvements to Team Leaders
- respecting the values and code of ethics of the company
- completing ad hoc tasks as required

QUALIFICATIONS AND EXPERIENCE

- successful completion of a post-secondary education in Engineering Technology, Business Administration, and/or Information Technology.
- minimum 1-2 years' experience in Office Administration within the construction industry is considered an asset
- advanced knowledge of MS Office, especially Excel is essential
- demonstrated ability to multi-task and prioritize tasks to meet deadlines

- strong organizational skills combined with the ability to be flexible with changing priorities
- a keen learner and a self-starter with the ability to innovate and suggest process improvements
- possess a strong work ethic and initiate effective teamwork
- willing and able to work overtime as required
- ability to lift 10-15lbs unassisted

WHAT WE OFFER

At AEM, we believe in hard work and a good quality of life. Our work environment is one in which people enjoy coming to work. We empower people to make decisions and do whatever it takes to delight customers and take time to have fun and develop relationships with employees. Some benefits are:

- Friday Afternoons Off
- Flexible Working Hours
- Above-industry Wages

TO APPLY

If you are interested in joining our team; please apply for this position by sending your cover letter and resume to careers@aemltd.com, quoting your full name and competition number **AEM1907** in the subject line. The posting will close end of day **July 30th, 2019**.

We thank all applicants for their interest in a career with AEM. Only successful candidates will be contacted for an interview.