



Administrative Assistant
PICCO Engineering
Vaughan, Ontario

THE COMPANY

PICCO Engineering is an award-winning professional services firm founded in 1992, with 3 distinct areas of expertise:

- **Stone** consulting (design assist, sourcing, shop drawings), cladding and engineered anchor systems
- **Residential** engineering for low/mid/high-rise structures
- **Structural** engineering that applies to a variety of building types and materials

We are proud to have developed numerous long-term relationships with our valued clients over the years, and understand the importance of collaboration, trust and respect in all our interactions. We believe there is an innovative solution to every engineering challenge as we strive to facilitate the vision of our clients.

One of our key Core Values at PICCO, is the emphasis on “putting client success ahead of ours”. To this end, we are fully committed to being proactive and keenly responsive to your needs and expectations.

THE OPPORTUNITY

The Administrative Assistant will be responsible for overall administration and general office support for the team. As an integral part of the team, this role will support reception, administrative and support functions related to PICCO operations and general administrative support for the senior leadership team, ensuring client service is at the forefront in all aspects. This role directly reports to the Administrative Coordinator.

KEY ACCOUNTABILITIES:

- Overall Administrative Support for Senior Leadership Team and Administrative Coordinator
- General reception duties, answering phones, greeting clients and visitors at the office
- Booking meetings in the boardroom and supporting meeting prep and clean up
- Assist with event planning as required
- Reviewing and keeping in orderly condition all general office & washroom areas to ensure they are properly stocked
- Ordering general office supplies in a timely and proactive basis
- Filing, accounts receivable, accounts payable, and visa postings
- Receiving and coordinating all mail and couriers to the office
- Other general administrative tasks as required



KEY REQUIREMENTS:

- Minimum 3 years of experience in customer service and administration
- Post-secondary education in marketing or design an asset
- Demonstrated skills in MS office products (Word, Excel, PowerPoint, Outlook)
- Strong customer focus and demonstrated service mindset.
- Basic bookkeeping knowledge and foundation of accounting concepts
- Ability to work independently and as a team member
- Excellent communication, interpersonal, time management, multitasking skills, and attention to detail
- Capable of working in a dynamic, fast-paced environment

Interested qualified candidates are encouraged to send their resumes to hr@picco-engineering.com, quoting job #ADMIN. For more information about PICCO Engineering, please visit our website: www.picco-engineering.com.

We thank all applicants for their interest; however only those best suited to our current needs and qualifications will be contacted. No agencies please.