

Administrative Support

COMPANY: Jayman BUILT

LOCATION: Calgary, AB

TYPE: Full-time

Salary Range: \$55,000 - \$68,000

Builder of the year 23 times. Picture a career with us.

Jayman BUILT, one of Alberta's top home builders, currently has an opening for an **Administrative Support** in at our Calgary location.

JOB DESCRIPTION

AS A 2023 BEST MANAGED COMPANY, WE WILL PROVIDE YOU WITH:

- ▶ Competitive compensation and incentive program
- ▶ Flexible health and dental benefits
- ▶ Opportunity to participate in a unique Jayman Employee Investment program
- ▶ Employer matching Group RRSP program and discount programs on Jayman products
- ▶ Continuing education is a focus at Jayman, and you have the opportunity to participate in annual customized education & training
- ▶ Opportunity for growth and career advancement
- ▶ Employee Discounts
- ▶ Social Club events
- ▶ On-site gym & parking

This is a fantastic opportunity for someone eager to develop their skills in human resources, administrative processes, and organizational efficiency. If you're a detail-

200-3132 118 Avenue SE, Calgary, AB T2Z 3X1

PHONE 403.258.3772 FAX 403.253.3576

JAYMAN.COM



Performance lives here.

oriented individual who thrives in a fast-paced environment and values professionalism, confidentiality, and continuous improvement, we want to hear from you.

WHAT YOU WILL BRING TO THE TABLE:

- ▶ 3-5 years of experience in an administrative role or office environment.
- ▶ Excellent communication skills (reading, writing and speaking) with a keen eye for detail.
- ▶ A customer-focused attitude, maintaining the highest levels of professionalism, discretion, and confidentiality.
- ▶ Strong multitasking skills, with the ability to collaborate across departments and manage competing priorities.
- ▶ Organizational skills and flexibility to adapt to a variety of tasks and demands.
- ▶ Other software used within the position, as added beneficial skills: Canva, ADP Workforce Now, LMS.
- ▶ Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Visio, Outlook).

A DAY IN THE LIFE:

- ▶ Working full-time, Monday to Friday, at our head office in Calgary.
- ▶ Coordinating and supporting event planning and execution.
- ▶ Managing email inquiries in a timely and professional manner.
- ▶ Assisting with the recruitment process, including drafting job postings, placing ads, screening resumes, conducting interviews, and completing background checks.
- ▶ Supporting the management of employee benefits and group RRSP programs.
- ▶ Maintaining and organizing our filing systems, ensuring they're consistently up to date.
- ▶ Conducting audits to ensure files, benefits premiums, and HRIS systems are accurate and current.
- ▶ Attending project meetings and taking detailed notes as necessary.

For the last 44 years, Jayman BUILT has been proud to be one of Alberta's top home builders. Join the award-winning team and contribute to our exceptional track

200-3132 118 Avenue SE, Calgary, AB T2Z 3X1
PHONE 403.258.3772 FAX 403.253.3576

JAYMAN.COM



record. To apply please follow the link:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=f365331c-8337-4cd0-889d-3a12856b99a3&cclid=9200728479188_2&type=JS&lang=en_CA

We thank all applicants for their interest; however only those selected for an interview will be contacted. No telephone or agency inquiries please.

200-3132 118 Avenue SE, Calgary, AB T2Z 3X1
PHONE 403.258.3772 FAX 403.253.3576

JAYMAN.COM



Performance lives here.