



ADMINISTRATIVE ASSISTANT

Suncorp Valuations is a full service appraisal and valuation consulting firm with offices in Canada and the U.S. We appraise land, buildings, machinery and other equipment for financing, litigation support, mergers and acquisitions, and insurance purposes. We are seeking an individual for an Administrative Assistant position in our Saskatoon office (Corporate Headquarters).

This position is the lead Administrative Assistant providing administrative support to our International Industrial Valuation Group. The responsibilities of this position include report production, assisting with management of projects, communicating with staff in regular office meetings, ensuring client deadlines are met, maintaining and developing report templates and procedures, and training staff as required. This position also requires back-up coverage for reception and other Administrative Assistants.

The successful individual will possess:

- A certificate or diploma from a recognized administration program.
- Five consecutive years of office administration experience with multiple responsibilities and deadlines.
- Excellent computer skills using Microsoft Office Word, Excel, and Outlook.

The successful individual's skill set will include:

- Excellent communication skills (interpersonal and written) including attention to detail to interact with staff and clients.
- Pleasant/professional phone mannerisms and excellent customer service skills with a focus on quality control.
- Excellent organizational and time management skills.
- The ability to multi task and problem solve in a fast-paced environment.
- The maturity, as evidenced by experience, to work independently and/or within a team with minimum supervision.
- Demonstrated ability to assist with managing projects.

Suncorp Valuations offers a competitive compensation package which includes health and dental benefits, transit allowance, profit share, and RRSP program.

If you are interested in becoming a team member of our expanding and dynamic organization, please submit your resume along with cover letter, three references, and salary expectations **before** September 17th, 2010 to:

Email: HR-70@suncorpvaluations.com

Website: www.suncorpvaluations.com

We thank all applicants for their consideration of this position; however, only those selected for interviews will be contacted. No phone calls please.