



# G. S. WARK LTD.

GENERAL CONTRACTORS • ESTABLISHED 1955

INDUSTRIAL • COMMERCIAL • INSTITUTIONAL & MULTI-RESIDENTIAL CONSTRUCTION

## JOB DESCRIPTION

Position: Administrative Assistance/Office Administration

Start Date: Immediately

## POSITION DESCRIPTION/RESPONSIBILITIES

G.S. Wark is a premier General Contractor with over 60 years of experience in construction. Our company has built a solid reputation for quality construction by tailoring our services to specific building and administrative needs of each client.

We are currently searching for well-versed administrative assistance to work in our office alongside the dedicated Wark team. The successful candidate will have excellent service skills and possess the ability to work in a fast paced environment.

Responsibilities and requirements include but not limited to:

- Ability to multi-task various projects with accuracy
- Strong administrative skills
- Great customer service skills, over the phone and in person, with our customer and internal departments
- Prepare and modify documents
- Provide assistance to Project Manager and Estimating Departments
- Assist with the development and submission of pre-qualification requests
- Help to develop and expedite Business Development and Marketing
- Must be proficient in Microsoft Excel, Outlook and other Microsoft based applications
- Vehicle and "G" licence is considered an asset

Salary shall be based on experience and we do offer an Employee Benefit Package as well.

Please forward cover letter and resume to:

John Morrone – [johnm@wark.net](mailto:johnm@wark.net)



G. S. WARK LIMITED-GENERAL CONTRACTORS

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