**JITECH**

**Company Description**

Since 2004, JITECH has been offering leading-edge solutions to a diversified clientele seeking innovative, concrete and pragmatic solutions. Our medium-sized firm includes determined Steel Detailers and Engineers whose work revolves around five main fields: oil and gas, mining, material handling, metallurgy, and bridges. At JITECH, we look for original ideas by uniting people of different origins, educations, and sometimes different opinions. This combination of experiences gives rise to unconventional ideas that are often the basis of innovative solutions. JITECH encourages its employees to maintain a balanced life that leaves time for activities outside the office. This allows our clients to count on Engineers and Steel detailers who are energetic and enthusiastic and ready to face our clients' challenges. We firmly believe that Engineers and Steel detailers, who work 18 hours a day, seven days a week, are not capable of creative thought. All employees at Jitech must participate to the quality management program.

**POSITION:** ADMINISTRATIVE ASSITANT

**IMMEDIATE SUPERVISOR:** OPERATIONS COORDINATOR

**Goal of position**:

The person in this position assists with the workflow of all projects like quotes, delivery, and internal reports. Working hours are from 8:30 am to 4:30 pm with some overtime required occasionally.

**Key responsibilities:**

* Deliver projects;
* Document control for engineering projects;
* Ensure quotes are prepared and sent to customers;
* Ensure that payments are received by customers;
* Assist with collection and preparation of data;
* Follow up with customers on missing information;
* Participate in the quality management program;
* Ensure communication is maintained with customers;
* Prepare payroll report and send information to payroll department;
* Send pay stubs to employees on payroll day;
* File (physical and electronic).

**Qualifications:**

* High school diploma;
* Working knowledge of Microsoft Office products;
* Self-starter;
* Excellent organizational skills;
* Excellent written and verbal skills;
* Fluency in English and French, Spanish is an asset.