

Señákw and Squamish Nation Experience Program

AME Consulting Group Ltd.

Opportunity Information: Administrative (co-op)

Position Type	<input checked="" type="checkbox"/> Internship (paid)	<input type="checkbox"/> Permanent (paid)	<input type="checkbox"/> Practicum (unpaid)
Job Location	<input checked="" type="checkbox"/> In Office	<input type="checkbox"/> On Site	<input type="checkbox"/> Virtual / Remote
Señákw Project Specific	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Vehicle Required	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Opportunity Length (initial time)	4, 8, or 12 months depending on what is allowed by the school.		
Anticipated Start Date	—		
Hours of Work	37.5 per week		
Compensation Range (hourly)	TBA		

Opportunity Description

- Maintaining standard forms and data.
- Organizing project files (electronic).
- Execution and finalization of project contracts.
- Booking Travel for Employees.
- Up-dates client database daily.
- Promotes corporate culture and image.
- Assisting accounting co-workers as required. Duties will include, but are not limited to:
 - Assisting with Monthly Invoicing.
 - Preparation of Expense Reports.
- Assisting Marketing Manager as required. Duties will include, but are not limited to:
 - Writes proposals for AME Principals.
 - Maintains client contact list for proposals.
 - Maintains proposal tracking system in Ajera and Union Square.
- Assisting engineers as required. Duties will include, but are not limited to:
 - Basic AutoCAD procedures.
 - Field report preparation.
 - Processing project progress claims.
 - Internal and external printing of project documents.
 - Meeting coordination and organization for senior staff.
 - Coordination of all travel arrangements (flights, hotels, cars).
 - Specification editing.
 - Registration for conferences and seminars.
 - Assembly of shop drawing packages.
 - Proof reading and editing of Schematic Design reports, Design Development reports, and Specifications.

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Required Qualifications

- Two years experience in a similar role or a combination of work experience and education.
- Exceptional written and verbal communication skills.
- Strong interpersonal skills with the ability to establish effective working relationships, along with the ability to handle multiple deadlines.
- Knowledge of construction / consulting industry is a definite asset.
- Proficient in Microsoft Office Programs (Word, Excel, etc.). Experience with Adobe Creative Suite would be advantageous.

Other Skills + Abilities (an asset, but not required)

- Agile and adaptable to change.

Future Career Outcomes / Pathways

- Future opportunities in a corporate team (Marketing, Online Quality Management, Admin, etc.).