



JOB OPPORTUNITY

HY-TECH DRILLING IS LOOKING FOR AN ADMINISTRATIVE ASSISTANT SUMMER STUDENT FOR THE SASKATOON BRANCH OFFICE.

It takes a team of knowledgeable, dedicated and enthusiastic professionals for Hy-Tech to set the standard of excellence in diamond drilling.

Office professionals are responsible for maintaining and improving the robust management systems required to provide exceptional service to our clients and support to our field and trades crews. The Administrative Assistant Summer Student will be responsible for providing administrative support that ensures smooth day-to-day Branch operations by performing the following duties: reception, record keeping, processing mail and shipments, maintaining the office supplies and inventory, event planning, and supporting the Accounting, Payroll, HR, Safety, Shop and Field departments.

EXPERIENCE & QUALIFICATIONS

- Minimum high school diploma or GED
- Strong organizational skills and attention to detail
- Ability to work both independently and as part of a team
- Ability to communicate clearly and concisely (oral and written)
- Ability to balance multiple priorities and meet deadlines
- Ability to handle sensitive and confidential information appropriately
- Strong computer skills and proficient in the use of Microsoft Office Suite
- Strong customer service attitude
- Valid driver's license

The successful candidate's wage rate will be based on their experience and qualifications.

APPLICATION DEADLINE	April 24, 2019
START DATE	May 6, 2019
HOW TO APPLY	Email your resume and cover letter to jobapps@hy-techdrilling.com Or drop off in person at 21 Peters Ave, North Corman Industrial Park, Saskatoon, SK.
FOR MORE INFORMATION	Call Lindsey at 306-683-0303 ext. 226

