

Western Asphalt Products is a producer of high-quality bituminous materials for use in road construction applications such as preserving roads and recycling roads. Western Asphalt conducts business throughout western Canada, Ontario and the northern United States. It is part of a family owned and operated business going back to 1946.

Western Asphalt operates terminals in Bruderheim Alberta, Winnipeg and Brandon Manitoba.

In Bruderheim, we have been expanding the terminal with new tankage and blending capabilities for shipments across British Columbia, Yukon, NWT, Alberta and Saskatchewan.

Brandon has recently added a 50 railcar siding connected to CN and CP rail, where we transload varies commodities from across North America.

Recently, we have taken over a Terminal in Winnipeg where we have CN and CP rail and Asphalt Cement storage to expand our network into the northern United States and northern Ontario.

Given our growth we now have an exciting opportunity for an Administrative Assistant to join our team in our Bruderheim, Alberta location.

The job duties will include but not be limited to:

- Answering and directing phone calls
- Data entry
- Organizing receipts/invoices and filing
- Truck scale software operation
- Process documentation for incoming/outgoing raw materials and products
- Generation of reports, job summaries from truck scale software
- Generation of shipping and customs documents for commercial vehicles and courier packages
- Inventory reporting, in cooperation with Head Office
- Maintenance of safety records, documentation, and inspection info
- Projects for colleagues as requested
- Other general office duties

There are MANY advantages of joining the key player in the Asphalt industry in Canada (the important stuff!):

- Western Asphalt has been GROWING! Since 2012, we have been expanding the terminals and growing the business. This means YOU can be part of the Growth!
- This position will be reporting directly to the President and Operations Manager.
- Additional responsibly and opportunities will be provided depending on candidates background and competency. Other areas include customer interaction, marketing and government relations.

- On the job training will be provided with a fun and energetic team who will support you.
- **HEALTH** is important to us and we believe it should be to you as well! – We offer a fantastic benefit program, which includes an **EFAP** plan to ensure the wellbeing of you and your family. We promote a positive mental health environment but just in case you need support we have a plan that is ready to HELP!
- **RETIREMENT** – We don't want you to retire too soon but when you do we want to help you enjoy it! RRSP with a Company matched contribution.
- Above all else we want you to enjoy life and have **FUN!**

Here is what you can bring to the exciting opportunity:

- Computer literate with Intermediate Microsoft Office skills
- Previous office administration experience and post secondary education is an asset
- Work well in a **TEAM** environment but also know how to drive your own motivation
- Ability to organize, plan and prioritize workload under pressure
- Mature and pleasant personality with an ability to have **FUN**
- Willingness to learn so we can continue to help you **GROW**
- Valid driver's license and reliable transportation to Bruderheim, Alberta
- Excellent attention to detail with a high level of accuracy
- Personable and great communication skills. This is a customer facing position.

Now that we have you excited for this opportunity all that is left to do is **APPLY!**

Please note: We value all our applicants however only individuals that we have selected to interview will be contacted.