



ADMINISTRATIVE ASSISTANT

ABOUT US

Dahrouge Geological Consulting Ltd. is a North American based mining and mineral exploration consulting company providing professional expertise in geological, logistical, and project management services through all stages of the mining value chain over a wide variety of commodities and materials.

SUMMARY

Reporting to the Human Resources Director, we are seeking a detail-oriented and proactive Administrative Assistant to join our team. The successful candidate will provide comprehensive administrative support across various departments, ensuring smooth and efficient operations. This role requires excellent organizational skills, strong communication abilities, and a capacity to handle multiple tasks simultaneously. You will be the first face/voice people meet/hear when they come to Dahrouge so warm professionalism is key.

KEY RESPONSIBILITIES

- Assist in organizing company events, meetings, and conferences.
- Assist with travel arrangements, accommodations, and transportation for employees
- Coordinate logistics, including venue selection, catering, and travel arrangements.
- Coordinate the maintenance and repair of office equipment.
- Support the finance department with administrative tasks as needed:
 - Data entry, e.g. entering travel expenses into the system
 - Creating and generating basic reports
 - Confirming payment details with vendors and customers
- Support the human resources department with administrative tasks as needed:
 - Maintain and update databases and records, ensuring accuracy and confidentiality
 - Organizing files and documentation
 - Helping with employee onboarding and off-boarding tasks
 - Project support
- Handle incoming and outgoing communications, including emails, phone calls, and mail.
- Identify opportunities for improving administrative processes and implement changes.
- Manage office space and seating arrangements.
- Monitor and maintain office supplies inventory, ensuring timely reordering.
- Prepare event materials and manage on-site event execution.
- Provide general administrative assistance to various departments, including filing, expense data entry, document management.
- Serve as a point of contact for internal and external inquiries.
- Other duties as required.



QUALIFICATIONS

- Time management
- Attention to detail
- Accuracy in work
- Exceptional organization skills
- Adaptability
- Calendar management
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Strong problem-solving skills and proactive attitude.
- Strong written and verbal communication abilities.
 - Ability to communicate in French is an asset but not required.
- Typing speed 50 WPM.

EDUCATION & EXPERIENCE

- Minimum 2-year diploma or associate degree in business administration or a related field.
- Canadian Certified Administrative Professional (CCAP) certification, or working towards is considered an asset
- Minimum of 2-4 years of experience in an administrative role.
- Experience in project coordination or office management is a plus.

Salary: \$50,000 - \$55,000 commensurate with experience

Interested candidates are invited to submit a resume and cover letter outlining their qualifications and experience to careers@dahrouge.com. Please include "Administrative Assistant" in the subject line.

Dahrouge Geological Consulting Ltd. is actively committed to upholding the values of diversity, equity, inclusion, and human rights. We believe that when people feel respected and included, they are more creative, innovative and successful. We value the diversity of people and actively encourage all qualified folks to apply.