

Assistant/PMA

Full-Time, M-F 7:30-4:30

Location : 3218 3rd Ave, Port Alberni, BC

We currently have an immediate opening for an Assistant/PMA to join our team in **Port Alberni, BC**. In this role, you will work with the PM's, office and construction crew to coordinate and accomplish the necessary project tasks and requirements such as create and deliver reports and other general office duties.

We specialize in:

- Storm, Flood and Fire Response
- Structural drying and Mold Removal
- Contents Claims Inventory Handling and Cleaning
- Mold/Lead/Asbestos Abatement

Skills and Abilities:

- Experience with Computer operating systems, such as Microsoft Office (Work, Excel, Outlook)
- Highly organized and detail-oriented with a passion for ensuring projects proceed efficiently and effectively
- Ability to generate and deliver reports
- Schedule meeting, phone calls, site visits, create work orders to specific jobs, etc..
- Consult with and gather information from technicians, engineers, sub-contractors, etc..
- Maintain positive vendor and client relationships
- Strong communications skills both oral and written
- Ability to multi-task effectively
- Self-started who works well independently and with a team
- Adaptable and calm under pressure
- Must be able to have flexible schedule and to be able to work overtime if needed.

Qualifications:

- **Must** have construction knowledge
- **Must** have a Valid drivers license, a clear Drivers Abstract and a clean Criminal Record Check

We offer full-time, year-round employment and benefits.

\$18-\$25/hr depending on experience

If this is you and you want to be part of our team, we would love to hear from you!

Please send resume to: office.pa@valetrestorations.ca and put "Assistant/PMA" in the subject line.

We thank all who apply; however, only selected candidates will be contacted