



Mera Group of Companies

OUR COMPANY

Mera Group of Companies specializes in working with our clients to design, develop and implement innovative solutions in various industries to optimize operations and deliver improved financial performance in a safe and environmentally sustainable manner.

OUR CULTURE

We are looking for a dynamic, self-motivated individual with a grade 12 education, preferably working towards an administration certificate. You must be able to work with minimum supervision and as part of a multi-disciplined team. Strong communication and interpersonal skills are essential.

ROLE DESCRIPTION

This is a permanent full-time position based in Regina, Saskatchewan. This position is responsible for the day-to-day administrative support.

Duties include:

- Telephone.
 - answering telephone calls.
 - forwarding telephone calls to appropriate employees.
 - taking, recording and forwarding telephone messages.
 - setting up telephone conferences.
 - providing other duties related to telephone.
- Reception
 - greeting visitors.
- Filing and Documentation Management
 - archiving.
 - creating file folders.
 - photocopying.
 - scanning.
 - printing.
- Timesheet & Expense Reporting
 - preparing expense documentation.
 - entering data into Excel expense sheets.
 - creating and processing monthly timesheets.
 - preparing timesheet reports as required.
- General Duties
 - researching for information on the Internet and other sources.
 - providing overall administrative and clerical support.
 - supporting employee travel.
 - fulfilling other admin and accounting data entry duties as needed.

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REQUIREMENTS

- Superior adaptability to changing conditions.
- Strong verbal and written communication skills.
- Excellent organizational, time management and prioritization skills with ability to comfortably deal with multiple demands to achieve tight deadlines.
- Strong planning skills to determine and meet objectives.
- High degree of accuracy and reliability.

Mera offers a competitive salary and complete benefit package.

Please e-mail your cover letter and resume to merahr@meragroup.net or fax at 306-790-9302.