

Site Office Administration



BAT Construction Ltd. is currently seeking a Site Office Administration person. Our company is engaged in the slope stabilization industry and will be needing an individual to provide administrative support on-site at our projects.

The ideal candidate should have construction project experience, as well as experience in purchasing, payables and time card entry. Must be proficient in MS Office (Word, Outlook and advanced knowledge of Excel), be willing to travel and able to work in a remote camp environment.

BAT Construction Ltd. is always looking for quality individuals who we think will complement our team. We are an equal opportunity employer that encourages our employees to develop their levels of expertise and safety awareness, thus becoming a valuable asset to the company and our clients.

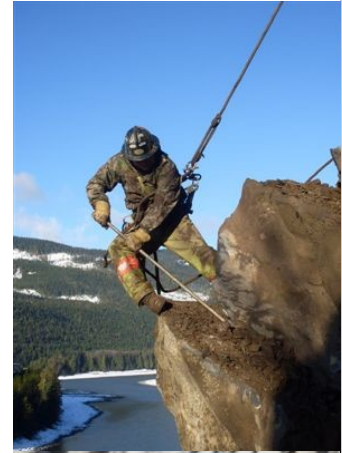
We offer:

- Safety-oriented work environment and training
- Competitive wages
- Comprehensive benefit package

***To apply please provide resume
& drivers abstract to:***

Email: info@batconstruction.com

or by fax to 250-573-1236



www.batconstruction.com

1-888-329-1771

SIMS GROUP
www.simsgroup.ca