



Title: Engineered Wood Products Administrative Assistant

Location: 2345 Alyth Road SE, Calgary which is on a great bus route!

FYI: In late 2024 – early 2025, Star will be moving to a new facility at 292156 Crosspointe Road, Rocky View County, AB (behind the Century Downs Racetrack/Casino in Balzac).

At Star, our people make the difference. We offer an exciting place to build your career with competitive compensation and benefit packages, company matching RRSP/DPSP program, employee home purchase program and employee discounts.

Job Overview

Reporting to the Manager, EWP Estimating, as the **EWP (Engineered Wood Products) Administrative Assistant**, you support the administrative needs of the EWP team and other departments. You are responsible for accurate and timely data entry, processing orders, helping to prepare joist packages, printing and collating documents and general office administrative assistance.

Your day-to-day responsibilities will include:

- Providing general administrative support for the EWP Design, Estimating and Production departments, including maintaining current and accurate records.
- Entering and updating information into office software systems including new jobs and quotes; order updates; conversion of quotes to sales orders, etc.
- Generating building material lists and quotes/sales orders for floor joist systems & truss packages.
- Providing support to remote design personnel (ie: scanning/printing documents, updating software databases).
- Monitoring email and telephone communication, updating software databases & advising personnel of changes to active work in system.
- Assembling completed design packages and conveying to production departments as required.
- Distributing daily and weekly reports to required personnel and management (ie: quotation and order volume, lumber consumption, order status).
- Studying, understanding and adhering to Star's health and safety policies and procedures, being aware of work site dangers and alerting co-workers if they are breaking safety requirements.
- Escorting and/or directing visitors such as inspectors, service providers or suppliers to protect their safety.
- Looking for opportunities to improve procedures and provide feedback/suggestions thereof.

As our ideal candidate, you are...

- Organized; you effectively manage your time while balancing multiple priorities.
- A strong communicator; you clearly express your thoughts in conversation and in written communication.
- An active listener; you seek to understand and listen to others in a non-judgmental way.
- Detail oriented; you focus on detailed accuracy when dealing with a high volume of work.
- A team player; you contribute as a team member and share equally in the exchange of ideas, concepts and process outcomes.

Essential Requirements

- High school Diploma, or equivalent.
- Minimum 1 year of experience in an administrative role.
- Satisfactory verification of criminal record check.
- Comfortable using office equipment and Microsoft Office programs (Outlook, Word, Excel, Teams, SharePoint and PowerPoint).

Preferred Qualifications

- Diploma or Certificate in Office Administration is preferred.
- Previous experience with BisTrack & MiTek software suites is an asset.

What We Value

- Creating trusting and successful working relationships.
- Setting clear, measurable and achievable goals.
- Cooperating with team members in an open, positive and respectful manner.
- Staying current with technical job skills.
- Taking responsibility for the outcomes of decisions and actions.

Work Conditions

You primarily work in an office setting during regular business hours, 7:00am-4:00 pm. Overtime may occasionally be required.

About Us

Star Building Materials is an independent, wholly owned division of Qualico. Since 1958, Star Building Materials has sourced, manufactured, and supplied quality building materials to builders, developers, renovators, and homeowners. It is our mission to innovate within the construction industry, exploring new methods to help you reduce waste, increase efficiency, and manage project costs.

None of this would be possible without people. We hire only the most forward-thinking, experienced, and passionate staff to serve your building needs. We care deeply about the quality of the products and service you receive, and we invest in our relationships both with our employees and our customers. We aim to reach beyond minimum standards of safety and environmental concerns.

We serve our clients with some of the most innovative building solutions available, including framing and finishing materials, engineered wood floor systems, trusses, drywall, insulation, and a wide selection of related supplies. To learn more, click [here](#).

Qualico welcomes applications from people with disabilities. Accommodations are available upon request during the assessment and selection process.

Candidates being considered will be contacted. We thank you for your interest. Join our [Talent Community](#) to stay up to date on job opportunities and to find out why we have the best reasons to come to work every day.

Closing Date: July 30, 2024

[Apply here](#)