



4 Elements Integrated Design Ltd.
110 32 Ave NE, Calgary AB T2E 2G4
www.4elements.eco

Oct 1, 2018

Job Posting: Office Admin Support

4 Elements Integrated Design Ltd (4E) is a dynamic and diverse company focusing on high performance home design, consultation, and verification. Working on various green building programs including LEED Canada for Homes, EnerGuide Rating System, R2000 and others, 4E works towards improving home building practices in Southern Alberta and beyond.

We require an energetic, committed and interested individual who is a quick learner, confident and self-motivated. 4E provides an excellent learning environment and an exciting diversity of work for an individual interested in being on the leading edge of the green building industry in Alberta.

The successful candidate must have excellent verbal and written communication skills and the ability to liaise in a professional manner with trades and client representatives while representing 4E.

This position will provide administrative support including, but not limited to, basic bookkeeping (Quickbooks), ongoing scheduling of testing with builders and homeowners, maintaining tracking documents and other office duties.

4 Elements is committed to maintaining a healthy life-work balance for all of our employees. As such, flexible scheduling is possible for those needing to balance family commitments. We run a family friendly office should small people need to hang out from time to time.

Qualifications:

Required – Level III Excel, proficient in verbal and written English, good computer skills (Mac or PC)

Salary: \$20,000-\$24,000 based on 20 hours/week

Start Date: TBD

Please send a cover letter and resume to karen@4elements.eco