

## **Administrative Assistant – Construction (QC/ON)**

**Permanent | \$28–\$32/hr | Bilingual Required**

Lamont Flooring, a leader in commercial flooring in the Outaouais and Ottawa regions, is hiring an administrative assistant to support our team as a valued colleague retires.

We're looking for a candidate with a strong interest in — or relevant experience within — the construction industry. Fluency in English is essential, as most of our internal and external communications are conducted in that language.

### **What we're looking for:**

- Bilingual (French/English) – English is essential.
- Experience in construction admin/accounting (QC/ON).
- Proficient with MS Office (Maestro is a plus).
- Detail-oriented, analytical, and self-driven.

### **Conditions:**

- Permanent role, flexible schedule (Mon–Fri).
- Remote work (1–2 days/week after training).
- Salary: \$28–\$32/hr based on experience.

### **Main tasks:**

- Prepare legal documents, invoicing, payment follow-ups.
- Manage personnel security clearance files.
- Provide admin support (events, orders, continuous improvement).

**Thank you for considering this opportunity – we look forward to meeting you!**