

CAN YOU KEEP THINGS SHIPSHAPE?

IF YOU LIKE A PLACE FOR EVERYTHING AND EVERYTHING IN ITS PLACE,
OUR TECHNICAL OPERATIONS TEAM MIGHT BE THE PLACE FOR YOU!

INNOVATION PLACE is recruiting for a **TECHNICAL OPERATIONS ADMINISTRATOR** to come on board. We need someone who can navigate work orders and purchase orders for our Technical Operations crew.

Your duties will include accounts payable and receivable, preparing month-end billings and reports as well as preparing and processing the preventative maintenance program.

You will also serve as a liaison for tenant inquiries. As such, your professionalism and positive attitude will be an asset along with your unwavering commitment to our tenants' success.

WHAT WE WANT FROM YOU

- exceptional accuracy and attention to detail
- the ability to set priorities and meet deadlines under pressure
- confidence working independently or as part of a team
- strong working knowledge of MS Outlook, Word and Excel
- exceptional organizational skills
- a willingness to help others
- comfortable taking initiative
- good judgment in decision-making
- previous experience in an administrative assistant role would be considered an asset

WHAT YOU CAN EXPECT FROM US

- highly engaged employees working in one of the world's best technology parks
- an outstanding benefits package
- a beautiful work environment
- a commitment to safety
- opportunities for learning and development

... and we support a healthy work-life balance to help you stay on point!

TO APPLY, please submit your resume to recruitment@innovationplace.com by December 16, 2021.

INNOVATION PLACE

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