

Administrative Assistant

Canadian Maritime Engineering Ltd.

Job ID

41372

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LOCATION	DATE POSTED	EXPIRY DATE	
3141 Napier Lane, Victoria, BC British Columbia	17-10-2026	15-04-2027	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 28	2 years to less than 3 years	College/CEGEP

Job Details

Job Overview

Business Name: Canadian Maritime Engineering Ltd.

Operating Name: CME Limited

Work Address: 3141 Napier Lane, Victoria BC, V8T 5A9

Position: Administrative Assistant (NOC 13110 – Administrative Assistant)

Terms of Employment: Permanent, Full-Time (30 hours per week)

Language of Work: English

Benefits: Disability Insurance, Dental Insurance, Extended Medical Insurance

Wage: \$28/hr

About Canadian Maritime Engineering Ltd.

We provide machining, mechanical, welding, fabrication, and specialty coating services to marine and industrial clients. Our strength lies in our highly trained, experienced, and knowledgeable employees, who deliver custom mechanical engineering and advanced industrial solutions.

As a recognized Canadian leader, we take on a wide range of projects across the marine, oil and gas, power generation, and national defence sectors.

We are looking for a reliable and organized Administrative Assistant to support our daily office operations and project teams. If you enjoy keeping things organized, working with people, and managing a variety of administrative tasks, we would like to hear from you.

What You'll Do

- Answer and direct incoming calls, respond to routine inquiries, and distribute mail and courier deliveries.
- Welcome visitors, confirm the purpose of their visit, and direct them to the appropriate team member.
- Schedule and confirm appointments and meetings for management and project teams.

- Prepare minutes of meeting and distribute action items.
- Maintain and improve office procedures, filing systems, and administrative workflows.
- Prepare, edit, and format requests for quotation (RFQs), correspondence, and project documents.
- Maintain customer RFQ records, assign job numbers, and organize related documentation.
- Prepare purchase requisitions, issue purchase orders, and process invoices using Sage software.
- Order and track office and engineering supplies, maintain inventory records, and coordinate office equipment servicing.
- Review and record employees' daily timecard entries for payroll processing.
- Compile purchasing, timekeeping, and project data to support reporting and project planning.
- Help train office staff in administrative procedures and the use of office software, as needed.

Job Description

What You Bring

Education: A college diploma in Business Administration or a related field

Experience: At least two years of administrative work experience, including experience using Sage software. Experience in an engineering, marine, construction, or industrial environment is preferred

Skills That Help You Succeed

- Ability to manage multiple priorities
- High attention to detail
- Proficiency with Microsoft Office suite
- Problem-solving and teamwork skills
- Knowledge of procurement & project administration
- Familiarity with engineering documentation is an asset

How to Apply

Please send your resume and a one-page cover letter to canadianmaritimeengjobs@gmail.com. In your cover letter, briefly describe how your experience and qualifications would contribute to CME's office operations and project support.

We appreciate every application; only candidates selected for an interview will be contacted. Interview candidates will be asked to provide two professional references.

Everyone Has a Place at CME

CME is committed to diversity, inclusion, and equal opportunity. We welcome applications from all qualified candidates and value the unique contributions each person brings to our team.