



ARMOUR GROUP

ESTABLISHED 1972

Administrative Assistant

The Armour Group Limited is one of the leading construction and development companies in Atlantic Canada. With its dedicated team of professionals, The Armour Group Limited continues a proud history of creating a sense of place in Nova Scotia – carefully designing, developing, constructing and operating some of our region’s most iconic buildings.

With more than 50 years of history in our region, this family-owned firm remains committed to a principled approach to development, ensuring that our buildings are environmentally sustainable and integrated into the communities they serve. If you share our values and would like to work with a skilled professional team, Armour is presently seeking an **Administrative Assistant** to join the growing team at our Halifax, Nova Scotia location.

Responsibilities:

- Provide administrative support, including managing calendars, coordinating meetings, and taking meeting minutes.
- Answer phone calls and respond to inquiries in a professional manner.
- Perform general office duties such as typing, filing, and data entry.
- Proofread documents for accuracy and completeness.
- Processing invoices.
- Assist with other general administrative duties, as required.

Experience and Skills Preferred:

- Previous experience in an administrative role preferred.
- Strong customer service skills and an ability to work in a fast-paced environment.
- Proficiency in using Microsoft Office and office equipment.
- An ability to think critically and problem solve.
- A can-do attitude.

What we Offer:

- Bonus potential
- Comprehensive health and dental benefits
- RRSP program
- Paid vacation and sick days
- Employee Assistance Program
- Access to on-site fitness facility
- Opportunity for internal career growth and development

The Armour Group Limited is an equal opportunity employer. While we thank all applicants only those selected for an interview will be contacted.

Qualified applicants are invited to submit their resume and cover letter to hr@armourgroup.com. The Armour Group Limited is an equal opportunity employer.

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