

POSITION TITLE: Administration Support
COMPANY: Paladin Risk Solutions Inc.
REPORTS TO: Director of Administration

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POSITION OVERVIEW:

The Administration Support role has two primary functions in supporting the Investigations team. These functions include Report Writing, Video Editing, and other administrative duties as required.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Compiling Investigator notes into a formatted report which is ready to send to a client. This includes summarizing activities within a given report.
2. Responsible for compiling, archiving, editing investigator surveillance video and creating a finished product which is sent to our client.
3. Responsible for compiling photographs from the Investigator's surveillance video into our Investigative report and preparing the report for the client.
4. Various administrative functions such as invoicing, payroll management, filing, data entry and other similar duties.
5. Compiling reporting, video and invoicing and sending packages to clients in a timely manner.
6. Managing secure evidence storage including sign-in / sign-out of various evidentiary items.
7. Provide administrative support to the Director of Administration.
8. Other duties and projects as assigned.

QUALIFICATIONS:

- Minimum of one-year previous experience in a similar administrative role.
- Preference will be given to those with applicable training or schooling.
- Strong interpersonal skills and the ability to work effectively in a team environment.
- Proven maturity to effectively prioritize competing demands with short deadlines.
- High regard for accuracy and attention to detail.
- Proficient use in MS Outlook, Word, PowerPoint, Excel.
- Experience in the use of Pinnacle Studio, Sony Vegas Pro, or other video programs, considered an asset.
- Previous experience working within an investigative environment considered an asset.
- Ongoing interest in training and personal development.

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