



Title: Administrative Assistant

Location: 1700 Molson Street, Winnipeg MB.

At Star, our people make the difference. We offer an exciting place to build your career with competitive compensation and benefit packages, company matching RRSP/DPSP program, employee home purchase program and employee discounts.

Job Overview

Reporting to the Branch Manager and Design Manager, as the **Administrative Assistant**, you support the administrative needs of the Engineered Wood Products (EWP) team and other departments. You are responsible for accurate and timely data entry, processing orders, helping to prepare joist packages, printing and collating documents and general office administrative assistance.

Your day-to-day responsibilities will include:

- Providing general administrative support for the EWP Design, Estimating and Production departments, including maintaining current and accurate records.
- Entering and updating information into office software systems including new jobs and quotes; order updates; conversion of quotes to sales orders, etc.
- Generating building material lists and quotes/sales orders for floor joist systems & truss packages.
- Communicating with customers to ensure project outlines and lead time expectations are clear.
- Monitoring email and telephone communication, updating software databases & advising personnel of changes to active work in system.
- Assembling completed design packages and conveying to production departments as required.
- Distributing daily and weekly reports to required personnel and management (ie: quotation and order volume, lumber consumption, order status).
- Work in a safe manner and comply with Star's Safety Program and relevant safety regulations. Report any violations and incidents or near-miss incidents to management immediately.
- Looking for opportunities to improve procedures and provide feedback/suggestions thereof.

As our ideal candidate, you are...

- Organized; you effectively manage your time while balancing multiple priorities.
- A strong communicator; you clearly express your thoughts in conversation and in written communication.
- An active listener; you seek to understand and listen to others in a non-judgmental way.
- Detail oriented; you focus on detailed accuracy when dealing with a high volume of work.
- A team player; you contribute as a team member and share equally in the exchange of ideas, concepts and process outcomes.

Essential Requirements

- High school Diploma, or equivalent.
- Minimum 1 year of experience in an administrative role.
- Satisfactory verification of criminal record check.
- Comfortable using office equipment and Microsoft Office programs (Outlook, Word, Excel, Teams, SharePoint and PowerPoint).

What We Value

- Creating trusting and successful working relationships.
- Setting clear, measurable and achievable goals.
- Cooperating with team members in an open, positive and respectful manner.
- Staying current with technical job skills.
- Taking responsibility for the outcomes of decisions and actions.

Work Conditions

You primarily work in an office setting during regular business hours, 7:00am-4:00 pm. Overtime may occasionally be required.

About Us

Star Truss, a division of Star Building Materials, is one of Manitoba's largest prefabricated truss plants. With an extremely experienced design staff, state-of-the-art design software and the latest in manufacturing equipment, we can successfully complete the most difficult projects.

Star Truss manufactures and supplies prefabricated floor and roof trusses to builders throughout Manitoba and Northwestern Ontario. We also supply a full range of engineered wood products such as wood I-joists, LVL beams and LVL wall framing. Every product we supply is designed to meet or exceed code standards and our quality control program ensures the final product does as well. To learn more, click [here](#).

Qualico welcomes applications from people with disabilities. Accommodations are available upon request during the assessment and selection process.

Candidates being considered will be contacted. We thank you for your interest. Join our [Talent Community](#) to stay up to date on job opportunities and to find out why we have the best reasons to come to work every day.

Closing Date: June 4, 2026

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