



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2025/09/30

Administrative Project Coordinator

Job ID	F9-91-F8-4B-DB-3E	
Web Address	https://careers.indigenous.link/viewjob?jobname=F9-91-F8-4B-DB-3E	
Company	Urban Systems Ltd.	
Location	Kelowna, British Columbia	
Date Posted	From: 2025-02-03	To: 2025-02-18
Job	Type: Full-time	Category: Office
Job Salary	\$63,000.00 - \$68,000.00 Per Year	
Languages	English	

Description

Our Kelowna branch is currently looking to add an enthusiastic Project Coordinator to our team. We are looking for someone who is keen to learn and engage in a range of activities that support administration and project delivery. Coupled with the diverse learning and project experience opportunities, do you see yourself excited to contribute to:

- Financial Support - track budgets in Excel, expenditures, and cost approvals. Verify financial information, provide regular updates to project leaders, support invoice coding and tracking, and prepare and edit client documents required by provincial/ regulatory auditors.
- Quality Control - work closely with team members to ensure accuracy of project deliverables and financial documents to ensure adherence to quality control systems.
- Contract Administrative Support - assist with the preparation and posting of tenders and other contract documents. During construction, work closely with project leaders to complete contract administration documentation and letters.
- Document Production - with a creative eye, develop and format, according to Urban Systems brand standards, a variety of documents such as project correspondence, reports, proposals, presentations, community engagement materials, schedules, and spreadsheets.
- Project Coordination - proactively coordinating projects throughout all phases from initiation to completion. Monitor project schedules, pull reports, draft documents, communicate with project partners, organize records and documentation for project leaders' review, coordinate formal document preparation, and administrative details as needed.
- Team Coordination - follow team schedules, project status and milestone dates. Coordinate team meetings, take meeting minutes and follow up on action items.

Experience

Our ideal candidate has 2 or more years of experience or equivalent education in the field of Business Administration or similar, ideally in community consulting or a similar environment.

The core skills that will help you succeed here include:

- Numbers are your thing - You have basic knowledge and aptitude for financial administration and accounting principles and are able to comfortably and confidently communicate and track budgets and costs associated with projects.
- Strong service orientation - You seek to understand the needs of the team and internal clients before responding to requests to ensure efficiency and effectiveness.
- Positive outlook and highly developed interpersonal skills - You have the ability to quickly develop a rapport with others, both internal and external clients.
- Microsoft Office - You are technically proficient and experienced with all Microsoft Office programs with an emphasis on Excel.
- Document Review-You are confident with formatting documents and can see opportunities to enhance the document content outside of the ask.
- You are an excellent communicator - You have strong communication, both verbal and written, and can convey information to a wide array of audiences.
- Accountability and dependability - You take personal responsibility for the quality and timeliness of work and achieve

results.

- You are adaptable and flexible - You maintain accuracy, a positive attitude, and an open mind in the event of changes in business needs, conditions, or work responsibilities while staying mindful of all aspects involved regardless of magnitude, while maintaining attention to detail.

Other

- Competitive Compensation and Benefits. You'll receive competitive compensation, extended health, dental, vision care coverage, and more. This position will have a salary range of \$63,000.00 - \$68,000.00 per year based on a 40-hour work week. The range is negotiable based on your skillset and experience.
- Paid Time Off. We encourage all team members to take time off to recharge. Enjoy 3 weeks of paid vacation to start, in addition to statutory days off throughout the year.
- Learn and grow. Your professional growth & development is supported here. You are encouraged to take initiative and shape your career through coaching, in-house learning, technical courses, and more.
- Work with Interdisciplinary Teams. Amazing things happen when you mix creativity, curiosity, teamwork, and a strong desire to collaborate and innovate. You will be part of diverse, interdisciplinary teams to deliver important projects for our clients and their communities.
- Flexible Hours & Work Environment. You have a life outside of work. We offer flexibility in your work schedule and work environment to help you do your best work and meet your commitments.
- Saving for the Future. To help you achieve your long-term retirement goals, we offer a Long-Term Matching Program that matches your contributions (up to 5%) to an RRSP or TSFA.
- Support through Transitions. You will be supported through life's moments and transitions, big or small, including top-up for parental leave for both biological and adoptive parents.
- Create Lasting Community Impact. 98% of Urban Systems employees believe that the work we do is important. Join a team of like-minded leaders and work together to bring impactful community projects to life!

How to Apply

Click Apply Now!

If this describes your background, skills, and attributes, please visit our website for more information and submit your resume and cover letter. If it doesn't describe you exactly, but you feel you are well suited to this opportunity, we encourage you to apply.

Urban Systems is an equal opportunity employer. We strive to create an inclusive culture for all employees. Our clients come from all walks of life, and so do you. We believe that diversity and unity amongst our teams leads to building vibrant communities.

Deadline for applications: Tuesday, February 18, 2025, at 9:00 am PST