



# 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.Link's 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  
L9 P23 R4074 HWY 596 - Box 109  
Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

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## Office Coordinator

<b>Job ID</b>	<b>04-F5-97-B1-26-E2</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=04-F5-97-B1-26-E2">https://careers.indigenous.link/viewjob?jobname=04-F5-97-B1-26-E2</a>	
<b>Company</b>	Urban Systems Ltd	
<b>Location</b>	Surrey, British Columbia	
<b>Date Posted</b>	From: 2021-06-11	To: 2021-06-28
<b>Job</b>	Type: Full-time	Category: Office
<b>Languages</b>	English	

### Description

#### About the Opportunity

If you're a self-starter who is motivated by providing top-notch service and administrative support, our Surrey branch is looking for someone to join us as our Office Coordinator. Do you thrive in a team environment? Do you infuse fun while maintaining professionalism, enjoy committees, planning events and changing from task to task throughout your day? Can you stay calm in the face of changing priorities while keeping a welcoming and upbeat tone? If organization is your mainstay and you have solid MS Office skills then let's connect!

This is a full-time role, and you will play a key part in supporting our Urban Systems community and put your skills to work to assist our business in the following ways:

• Reception: Greeting guests and coordinating general telephone inquiries.

• Meeting and event coordination: coordinate meetings, room bookings, catering requests, and staff functions.

• Travel coordination: be the main point of contact for all things travel-related in our office.

• Financial coordination: support our accounting processes like Visa reconciliation, bank deposits, invoice coding, expense approval, petty cash management and reconciliation, and general office purchases. Use our Deltek software to run accounting reports and set up new projects.

• Operational and premises support: keep up on our office supplies, arrange for couriers/ mail, keep common areas organized and looking good, manage equipment bookings and other office errands, help with security and office orientations and work with our landlord to keep the office in tip-top shape.

• Microsoft Office Support: support the teams with administrative tasks and prepare, format, edit and proofread proposals, correspondence, documents, and presentations.

### Experience

Our ideal candidate will be a proactive and energetic self-starter who is committed to providing outstanding service both to our internal team of over 30 people and to Urban Systems' clients. A graduate of a relevant post-secondary program (e.g., office administration) with at least five years of experience in a professional office environment in a similar capacity would be preferred.

### Essential Skills

Essential skills and abilities for this role are:

• Working with people gets you energized • you enjoy building relationships and rapport with different types of people

• It's natural for you to build an understanding of what people need and how you can help them

• You like being in service • supporting the needs of others efficiently and effectively makes you happy

• You like change • adapting and responding to changing conditions, priorities and technologies doesn't get you flustered

• Collaborative • you genuinely enjoy working cooperatively and effectively to reach a common goal

• Growth mindset • you see your progress as incremental and you want to learn and grow over time

• MS Office is your thing • you enjoy working in Word, Outlook, PowerPoint and Excel

• Numbers don't scare you • you have basic knowledge and aptitude for financial administration and accounting principles

• You like to work hard but you know how to have fun in your work too

### Work Environment

#### About Us

Recognized as one of Canada's top employers, Urban Systems is an employee-owned inter-disciplinary consulting firm based in Western Canada. In business since 1975, we have over four decades of experience working with a variety of clients including all levels of government, Indigenous communities, commercial and residential land developers, and the natural resource sector. Our team of over 450 people, across multiple branch offices, is committed to helping build vibrant communities of all sizes.

#### Our Commitment to You

At Urban Systems, we make significant investments in our people, which is why we take great care to hire those who we believe will thrive in Urban Systems over the long term. We've become recognized as a workplace of choice by nurturing a unique corporate culture that sets us apart and provides:

• Challenging and interesting project opportunities;

• A fun workplace, where hard work accomplishes great things;

• The opportunity to work with industry-leading professionals in a collaborative environment;

• Ongoing career development and learning; and

• Meaningful rewards and recognition.

### How to Apply

If this describes your background, your skills, and your natural talents, please visit our website for more information and submit your resume and cover

letter.

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: Monday, June 28, 2021, at 9:00 am PST