



# 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: 2024/05/03

## Office Coordinator

<b>Job ID</b>	<b>76-D4-00-A0-D4-50</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=76-D4-00-A0-D4-50">https://careers.indigenous.link/viewjob?jobname=76-D4-00-A0-D4-50</a>	
<b>Company</b>	Urban Systems Ltd.	
<b>Location</b>	Vancouver, British Columbia	
<b>Date Posted</b>	From: 2023-03-28	To: 2023-04-11
<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 support, our Vancouver branch is looking for someone to join us as an Office Coordinator. Do you like 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, you are energized working with lots of different people, and you have some know-how in MS Office Suite, let's connect! In this full-time role, you will play a key part in supporting our Urban Systems community and will put your skills to work to support our business in the following ways:

- Office Coordination. Act as the first point of contact by greeting guests and coordinating telephone general inquiries. Acting as a contact for Health & Safety office procedures, ensuring the common areas are clean and organized throughout the day, including daily checks and maintenance and general cleanup.
- Meeting and Event Coordination. Coordinate meetings, room bookings, catering requests, and staff functions.
- Travel Coordination. Be a main point of contact for travel-related requests.
- Financial Coordination. Support accounting processes such as Visa reconciliation, bank deposits, AR tracking, invoice coding, timesheet approval, expense approval, petty cash management and reconciliation, and general office purchases.
- Operational and Premises Support. Keep up on office inventory and ordering office supplies, arrange for couriers/ mail, keep common areas clean and organized, manage equipment bookings and other office errands, help with security and office orientations, and building maintenance.
- Project support: support project leaders and teams with administrative tasks and prepare, format, edit and proofread visually appealing proposals, correspondence, documents, graphics, and presentations as needed.
- Internal Team Support and other duties as required.

### Experience

#### About You

Our ideal candidate will be a proactive and energetic self-starter who is committed to providing outstanding service both to our internal teams of approximately 100 people and to Urban Systems' clients. A graduate of a relevant post-secondary program (e.g., office administration) with at least one year of experience in a professional office environment in a similar capacity would be preferred. Essential skills and abilities for this role are:

- You are quality focused - you are committed to working hard and providing an exceptionally high quality of work for all your clients, but you know how to have fun in your work too.
- You enjoy being in service - supporting the needs of people efficiently and effectively makes you happy.
- You get energized collaborating with people - you genuinely enjoy establishing relationships and rapport with different types of people while working cooperatively to reach a common goal.
- You are adaptable - change can be hard, but you are able to quickly shift and respond positively to changing conditions, priorities and technologies.
- You have superior time management skills - you can juggle multiple deliverables simultaneously, seeing the big picture while still paying close attention to the small details.

- You possess a growth mindset - you see your progress as incremental, and you are always keen to learn and grow over time.
- You enjoy and are experienced working in Word, Outlook and Excel - MS Office Suite is your thing.
- You are confident working with numbers - numbers don't scare you, and you have basic knowledge and aptitude for financial administration and accounting principles

**How to Apply**

Click "Apply Now"

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, April 11, 2023, at 9:00 am PDT