



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

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Office Administrator

Job ID	7A-29-A2-2D-AF-A5	
Web Address	https://careers.indigenous.link/viewjob?jobname=7A-29-A2-2D-AF-A5	
Company	Urban Systems Ltd.	
Location	Kelowna, British Columbia	
Date Posted	From: 2022-01-26	To: 2022-02-09
Job	Type: Full-time	Category: Office
Languages	English	

Description

If you're a self-starter who is motivated by providing top-notch service and support, our Kelowna branch is looking for someone to join us as our Office Administrator. Do you like a variety of task throughout your day Are you able to pivot in the face of changing priorities If organization is your mainstay, you are energized by working in a fast-paced environment and you have a strong MS Office skill set, let's connect!

This is a full-time role and you will play a key part of supporting our Urban Systems community. You will put your skills to work to assist our business by:

- Coordinating meetings, events, and staff functions. Including booking rooms and arranging for catering
- Coordinating travel. As a main point of contact for travel related requests in our office.
- Support our branch accounting processes. Visa reconciliation, bank deposits, AR tracking, invoice coding, petty cash management and reconciliation, and general office purchases
- Providing Operational and premises support. Including: keeping inventory and ordering of office supplies, arranging for couriers/ mail, keeping common areas tidy, clean and organized, managing equipment bookings and other office errands, help with security and office orientations, work with our landlord, maintenance & cleaning organization to keep the office clean and safe for our team
- Office coordination. Including: Greeting guests, coordinating telephone general inquiries. acting as point of contact for Health & Safety office procedures including maintaining COVID protocols, ensuring kitchen is clean and organized throughout the day including daily checks and maintenance, and general cleanup
- Project support. Using our Deltek software, set up projects in the system; support project leaders and teams with administrative tasks and prepare, format, edit and proofread visually appealing proposals, correspondence, documents, graphics, and presentations as needed.
- Other duties as required

Experience

A graduate of a relevant post-secondary program (e.g., office administration) with a minimum of 3 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 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

At Urban Systems:

- > We are community consultants, brought together by our shared values, and a deep commitment to building vibrant communities.
- > We're local, connected and invested in our communities.
- > We're built on relationships.
- > Curiosity and the pursuit of vibrancy inspires us.
- > We care, and it's reflected in the work we do and in our culture.

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: Wednesday, February 9th at 9:00am PST