



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
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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/17

Project Administrator

Job ID	BA-1A-9D-CB-63-56	
Web Address	https://careers.indigenous.link/viewjob?jobname=BA-1A-9D-CB-63-56	
Company	Urban Systems Ltd.	
Location	Surrey, British Columbia	
Date Posted	From: 2024-04-15	To: 2024-04-29
Job	Type: Full-time	Category: Office
Languages	English	

Description

About the Opportunity

Our Surrey office is looking to add an enthusiastic full-time Project Administrator to complement our Branch and provide support to our team of professionals. Are you a self-starter who is motivated by providing top-notch service and support? Do you enjoy changing from task to task throughout your day? Can you remain 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 enjoy working in Excel, let's connect!

You will play a key part in supporting our Urban Systems community. You will put your skills to work providing exemplary administrative services to our business through:

- Project Initiation and Support - Project openings, accounts receivable & tracking, client communications, drafting invoices, project coordination & notes, budget tracking, and other duties as required.
- Project and Contract Administrative Support - Assist the Project Leaders throughout all project phases from initiation to completion. Providing support, including pulling reports, drafting documents, issuing standard letters, obtaining signatures, communicating with project partners, organizing records and documentation for project leaders' review, coordinating formal document preparation, and other administrative details as needed.
- Branch Accounting Processes - Provide monthly account receivable statements, accounts payable invoicing, accounts receivable tracking, and communication with clients regarding invoicing concerns and recoveries. Work collaboratively to support our business's continued growth and evolution. Provide additional support to our office administration team as needed.
- Support to our Office Administration - Additional duties as needed.

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 team and to Urban Systems' clients. A graduate of a relevant post-secondary program (e.g., office administration) with 2-5 years of related experience in a professional office environment. Essential skills and abilities for this role are:

- People Person - Working with people gets you energized, and 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.
- Service Mindset - You like being in service and supporting the needs of others efficiently and effectively makes you happy.
- Adaptable and Flexible - You like change, and 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. You take the initiative and enjoy taking ownership of your work.
- Communication - You have excellent oral and written communication skills - the ability to communicate thoughtfully and thoroughly with team members and others.
- Strong Attention to Detail and Critical Thinking - You prioritize key actions, handling a demanding workload and competing deadlines.
- Financial Aptitude - Numbers don't scare you. You have basic knowledge of financial administration and accounting principles. You are comfortable working with spreadsheets and learning new software to run reports.
- MS Office - Excel is your thing! You are proficient and experienced with all Microsoft Suite programs. Previous experience using Vantage Point and Adobe Creative Suite is an asset but not required.

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: Monday, April 29th, 2024, 9:00 am PDT