



# 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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## Administrative Assistant (Temporary, Part Time - 7 Month Term)

<b>Job ID</b>	<b>CA-29-48-51-9C-F7</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=CA-29-48-51-9C-F7">https://careers.indigenous.link/viewjob?jobname=CA-29-48-51-9C-F7</a>	
<b>Company</b>	Urban Systems Ltd.	
<b>Location</b>	Vancouver , British Columbia	
<b>Date Posted</b>	From: 2021-07-26	To: 2021-08-09
<b>Job</b>	Type: Full-time	Category: Office
<b>Languages</b>	English	

### Description

#### About the Opportunity

Our Vancouver branch is looking for a hardworking and friendly Administrative Assistant to join our professional administrative support team on a temporary basis for a 7-month term! We are anticipating this role to start in September, 2021 and end in March, 2022. This role has flexible hours, in which we are able to offer 24-32 hours a week with flexible start and end times within our regular business hours. As a member of the Vancouver Administration Team, the Administrative Assistant focuses on providing general support for staff and branch leadership. This position is ideal for someone who enjoys connecting with people, has strong organizational skills, and thrives in fast-paced environments.

#### Core Responsibilities Include

Administrative Assistants are a main point of contact for all office staff on any questions relating to administrative and branch concerns. Core responsibilities include, but are not limited to:

- Office Coordination - reception, meetings, catering, maintenance, supplies, mail, couriers, and spot cleaning
- Staff Support - onboarding, technical issues, and ad-hoc requests
- Finances - purchasing, paying invoices, visa reconciliation, petty cash reconciliation, timesheet approvals, and expense report approvals
- Branch Leadership Support
- Documentation Production • printing and binding reports, spreadsheets, and presentations
- Other duties as required

### Experience

Our preferred candidate will be a proactive, outgoing and energetic self-starter who is committed to providing outstanding service both to our internal team, and our external clients. Our ideal candidate will have 1-2 years of experience in a professional office environment.

### Essential Skills

Preference will be given to those candidates who possess the following skills and abilities:

#### Skills and Attributes

â€¢ Highly Developed Interpersonal and Communication Skills - ability to quickly develop a rapport with staff and clients

â€¢ Strong Service-Mindset â€“ meet the needs of the team and internal clients by taking initiative and responding to requests efficiently and effectively

â€¢ Outstanding Organization and Coordination Capabilities - ability to handle competing deadlines and providing detailed-oriented service

â€¢ Financial Aptitude - basic knowledge is an asset, however it is not required

## **Work Environment**

### **About Us**

Recognized as one of Canadaâ€™s top employers, Urban Systems is an employee-owned inter-disciplinary consulting firm based in Western Canada. In business since 1975, we have 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 500 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 have become recognized as a workplace of choice by nurturing a unique corporate culture that sets us apart and provides:

â€¢ Challenging and interesting project opportunities

â€¢ A fun workplace, where hard work accomplishes great things

â€¢ The opportunity to work with industry leading professionals in a collaborative environment

â€¢ Ongoing career development and learning

â€¢ Meaningful rewards and recognition

## **How to Apply**

If this describes your background, your skills and your natural talents, please check out 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 among our teams leads to building vibrant communities.

Deadline for applications: Monday, August 9 at 9:00 am PST.