



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce Canadian Indigenous Job Seekers to a new approach to job searching. 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 Canadian Indigenous Peoples 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

17 – 2595 Main Street

Winnipeg, MB R2V 4W3

Subsidiary Offices:

Kenora • Midland • Ottawa • London • Sandy Lake • Winnipeg

# Job Board Posting



Careers.Indigenous.Link

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## Administrative Assistant

<b>Job ID</b>	<b>D9-55-80-8B-0C-04</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=D9-55-80-8B-0C-04">https://careers.indigenous.link/viewjob?jobname=D9-55-80-8B-0C-04</a>	
<b>Company</b>	Urban Systems Ltd.	
<b>Location</b>	Kamloops, British Columbia	
<b>Date Posted</b>	From: 2019-11-22	To: 2019-12-08
<b>Job</b>	Type: Full-time	Category: Office
<b>Job Start Date</b>	January 2020	
<b>Languages</b>	English	

### Description

#### About the Opportunity

Urban Systems is looking for an experienced administrative professional to support members of our company-wide Shared Services team based in Kamloops. Our Kamloops office is home to almost 90 professionals including our Accounting and People Development team who provide support to all of our branches in British Columbia, Alberta, Saskatchewan and Manitoba. The Administrative Assistant is a full-time position and will provide a diverse range of administrative support such as:

- Producing presentations, writing correspondence, and preparing reports and other communication materials using a variety of MS Office software;
- Managing meeting and event logistics related to company-wide initiatives such as booking venues, catering, producing communication materials, administering feedback surveys, etc.;
- Planning and coordinating various team meetings and events;
- Posting announcements to the company intranet and uploading and maintaining new content; and
- Maintaining and updating various documents and forms.

#### 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 four decades of experience working with a variety of clients including all levels of government, First Nations, commercial and residential land developers, and the natural resource sector. Our team of almost 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 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.

### Essential Skills

#### About You

Our ideal candidate for this role will have a minimum of 2-3 years previous education and/or experience in the administrative field and be familiar with the expectations and requirements of this type of work. In addition, you will have an ease with technology, proven computer and organizational skills, and be able to take direction from multiple individuals.

To be successful in this role, you will need the ability to multi-task, communicate, and effectively prioritize workloads. A strong service orientation is also a must where you thrive when you are in a position to support other members of the

team. A great day is when you can discover and figure out how to meet the needs of others. You are driven by a desire to know more about things, people, or issues by asking questions and seeking information.

### **Additional Skills**

In addition to the above, to be successful in this role you will need the following:

- A proven track record of providing quality administrative support in a professional office setting;
- Ability to exercise tact in dealing with people and can maintain complete confidentiality;
- The ability to work independently and seek direction when appropriate;
- Highly proficient with MS Office (Word, Excel, PowerPoint, Outlook);
- Technically savvy; comfortable using and learning a wide range of programs;
- Excellent oral and written communication skills combined with excellent grammar and formatting skills;
- The ability to work effectively both independently and as part of a team, including exercising initiative in helping colleagues and working collaboratively to accomplish team objectives;
- Strong quality orientation demonstrated through completing tasks with high attention to detail and timeliness;
- Proven ability to organize and coordinate work and flexibility to manage changing priorities;
- A positive and enthusiastic attitude;
- Good judgement and decision-making ability;
- Self motivated with a strong work ethic;
- Committed to continuous growth and learning; and
- Flexibility and a willingness to take on whatever needs doing.

### **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 covering letter along with a completed Candidate Questionnaire (available for download on our site).

Please note that this position is expected to start in early January 2020.

Deadline for applications: Sunday, December 8, 2019.