



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

L9 P23 R4074 HWY 596 - Box 109

Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/15

Branch Administrator

Job ID	E2-6E-D3-84-1D-64	
Web Address	https://careers.indigenous.link/viewjob?jobname=E2-6E-D3-84-1D-64	
Company	Urban Systems	
Location	Nelson, British Columbia	
Date Posted	From: 2024-03-19	To: 2024-04-09
Job	Type: Full-time	Category: Office
Job Salary	\$55,000 - \$65,000 Per Year	
Languages	English	

Description

Our Nelson branch is looking to add an enthusiastic Branch Administrator to help support our multiple growing branches in the Kootenays. Do you like a variety of tasks 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!

More specifically, as a Branch Administrator, some of your key responsibilities will be:

- First impressions - create a welcoming space for clients, guests, and staff.
- Coordinate meetings, events, and staff functions - book meeting rooms, arrange for catering, and set up and take down as needed for meetings.
- Office coordination - order and restock general office supplies, keep common areas tidy and organized, coordinate outgoing mail and courier services, and general office maintenance and organization.
- Financial coordination - support accounting processes such as, but not limited to, Visa Reconciliation, Bank Deposits, Accounts Payable, Accounts Receivable, Invoice Coding, Petty Cash & Account Management and Reconciliation.
- Health and Safety - play a key role in day-to-day office health and safety as well as inspections and initiatives
- Other administrative and office support tasks as required.

Our Kootenay offices are closely tied, and though this position is based in Nelson, there will be occasional travel and administrative support required for our Cranbrook office.

Experience

Are you a self-starter eager to learn new things and provide outstanding customer service to our internal teams and external clients Our ideal candidate has an Office Administration certificate and a minimum of two years of experience or equivalent education/experience in Business Administration or a related field.

The core skills that will help you succeed here include:

- High Quality and Detail Oriented - You take personal pride in delivering outstanding quality work for project leaders and team members.
- Accountable/Dependable - You take personal responsibility for the quality and timeliness of work and achieve results. You follow accounting and administrative processes accurately and meet business deadlines.
- Teamwork - You promote cooperation and commitment with teams towards common goals, build positive relationships, and contribute to positive group interactions.
- Communication - You convey information clearly and effectively. Including active listening, clear articulation, adaptability to different audiences and situations, and fostering understanding & collaboration.
- Adaptable/Flexible - You maintain accuracy, a positive attitude, and an open mind in the event of changes in business needs, conditions, or work responsibilities.
- Energy/Stress - You consistently demonstrate a high level of energy and handle demanding workloads, competing demands, distractions, and interruptions with professionalism and ease.
- Critical Thinker - You analyze information objectively and make informed decisions. You consider diverse perspectives and effectively solve complex problems through logical reasoning.
- Planning/Organization - You understand the steps necessary to achieve goals and prioritize key actions while

anticipating the impacts of the actions and the needs of others.

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: Tuesday, April 9th at 9:00 am PST