

## Position Summary

Position Type:	Permanent Full-Time (40 hours per week)
Location:	89 W Georgia St #901, Vancouver, BC V6B 0N8
Salary:	\$22.75 per hour
Benefits:	Medical Benefits + Life Insurance
Vacation:	4% of vacation pay

## Overview

The Office Administrator will primarily be responsible for providing office management support to the President and other team members. This position assists project management staff with various related tasks, and in maintaining the entire lifecycle of company's project portfolio. Other duties may be assigned as required.

## Responsibilities

- Provide direct administrative and office management support to the President and all other members of the Project Management department.
- Manage office administrative procedures. Review, evaluate, and implement new procedures.
- Adhere to established methodologies for project management.
- Set up work priorities and ensure deadlines are met and procedures are followed.
- Code, total, batch, enter, verify and reconcile transactions such as accounts payable, purchase orders, invoices, and review timesheets.
- Conduct analyses and supervise administrative operations related to budgeting, contracting and project planning and management processes.
- Assist in the tracking of all project costs to ensure completion within budget.
- Assist in preparation of operating budget and inventory and budgetary controls.
- Assemble data and prepare periodic and special reports, manuals and correspondence.
- Review and prepare all documents, reports and other correspondence materials for the Project Management team.
- Draft reports and prepare background documentation.
- Maintain a professional image and demeanor with all employees, management, executives and visitors at all times.
- Research and assist with RFP's and budget options for projects.
- Respond to customer inquiries, maintain good customer relations, and solve problems.
- Be the first point of contact for any questions, concerns or suggestions for the Project Management department.
- Prepare travel schedules, make travel arrangements and applicable reservations for Project Management staff.
- Maintain and monitor office supply inventory levels and place orders as required.

- Perform related clerical duties, such as maintaining filing and record systems, faxing, and photocopying.
- Coordinate departmental office activities.
- Maintain a high level of confidentiality in all interactions.
- May supervise records management clerks and related staff.

## Requirements

- Completion of secondary school.
- Previous experience as an office administrator or experience in closely related field.
- Strong communication skills, superior telephone manners, excellent verbal skills and the ability to communicate effectively with all level employees.
- Ability to work as part of the team or independently if needed.
- Computer literacy, including effective working skills of MS Word, Excel, PowerPoint, Adobe and Outlook required.
- General mathematical and budgeting skills.
- Excellent writing skills, including proper spelling, grammar, and punctuation.
- Professional, responsive, and positive work attitude is essential.
- Meticulous records maintenance skills with the ability to maintain filing systems and basic databases.
- High degree of resourcefulness, flexibility, and adaptability.
- Ability to interpret and implement company policies and procedures.
- Strong organizational, time management and multitasking skills.
- High level of sound and independent judgment, reasoning, and discretion.

To apply, please send your resume via email to [careers.on@bltconstruction.com](mailto:careers.on@bltconstruction.com)