

## Receptionist/Office Assistant

### Kelowna, BC

### About the Opportunity

Our Kelowna branch has a new opportunity for a full-time, permanent Receptionist/Office Assistant. In this role you will support and assist the branch administrative staff and be responsible for the reception of all visitors and phone calls. This position is ideal for someone with a positive attitude, the ability to catch on quickly and think on their feet and has a very strong understanding of Microsoft Office. Effective organization is a must. Post-secondary education is preferred. The core responsibilities of this position include:

#### Receptionist/Client Services

You are the first point of contact for clients and will ensure they are treated in a positive and professional manner. You will be expected to develop a clear understanding of our business and our systems to ensure clients are directed efficiently and effectively. Effective verbal and listening skills are required. Other duties will include:

- Financial administration such as bank deposits, AP invoice coding, petty cash and Visa reconciliation
- Meeting and travel coordination
- Calendar management
- Office supply and production room maintenance, couriers and mail delivery, and organization of common areas
- Security orientation
- Office events such as weekly donut days, monthly cake days and other milestone celebrations
- Administrative support to staff such as document production, formatting, printing, binding and scanning
- Other related duties and office errands as required

#### Quality Control

This position requires a detail oriented individual capable of producing accurate and quality work. You will also be required to proofread documents to ensure accuracy and conformance with Urban Systems Quality Systems protocol.

#### Team Support

You will be a member of the resource team and participate in a number of different initiatives geared to meet the team's annual goals. You will meet regularly with your team and participate in both group and individual professional development.

### About You

Our ideal candidate will be a proactive and energetic self-starter who is committed to providing outstanding service both to the internal team and to Urban Systems' clients. In addition, you will be a graduate of a relevant post-secondary program (e.g. office administration) with 3-5 years experience in a professional office environment in a similar capacity. Essential skills and abilities for this role are:

- Highly developed interpersonal skills – the ability to quickly develop a rapport with staff and clients (internal and external)
- Strong service orientation – meets the needs of the team and internal clients by responding to requests efficiently and effectively
- Strong word processing skills – (intermediate user knowledge of Microsoft Word, PowerPoint and Excel)
- Proactive and anticipatory – the ability to understand, anticipate and find innovative solutions to meet the needs of our people
- Basic knowledge and aptitude for financial administration and accounting principles
- Hard working and self-directed
- Ability to take ownership and initiative
- Well organized and possess the ability to multi task effectively
- Ability to be flexible in the face of changing demands

## 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, Indigenous communities, commercial and residential land developers, and the natural resource sector. Our team of over 400 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 corporate 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
- 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 covering letter along with a completed Candidate Questionnaire (available for download on our site).

Deadline for applications: Tuesday, September 4<sup>th</sup>, 2018