

## Receptionist/ Administrative Assistant

### Fort St. John, BC

### About the Opportunity

We are looking for someone to be our first point of contact for clients and staff coming to our Fort St. John office. This is a full-time position that is responsible for welcoming our visitors and supporting staff to deliver projects to communities. Do you have a positive attitude, the ability to catch on quickly and think on your feet? If you are highly organized, have a strong understanding of MS Office and enjoy working with people, we want to hear from you!

In this role you will play a key part of supporting our Urban Systems community and put your skills to work to assist our business in the following ways:

- Welcoming clients, guests and staff
- Financial administration such as bank deposits, accounts payable invoice coding, petty cash, accounts receivable follow up, 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 and parking
- 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
- Document production and support
- Other related duties and office errands as required

### About You

Our ideal candidate will be a proactive and energetic self-starter who is committed to providing outstanding service both to our internal team of 17 people and to Urban Systems' clients. In addition, our preferred candidate will be a graduate of a relevant post-secondary program (e.g., office administration) with at least one year of experience in a professional office environment in a similar capacity. Essential skills and abilities for this role are:

- Working with people gets you energized and enthused – you can build rapport with different types of people quickly
- Proactive and anticipatory – the ability to understand, anticipate and find innovative solutions to meet the needs of our people
- Strong service orientation – responding to requests efficiently and effectively, ability to take ownership and initiative
- Strong word processing skills – knowledge of MS Office

- Basic knowledge and aptitude for financial administration and accounting principles
- Hard working and self-directed
- 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: Monday, April 22, 2019