

Administrative Assistant (Occupational Health, Safety and Risk) **Vancouver, Surrey or Kamloops, BC**

About the Opportunity

Urban Systems is looking for an experienced administrative professional based in either the Lower Mainland or Kamloops to support members of our company-wide Risk Management and Occupational Health and Safety (OHS) team. This is a full-time position and will include a diverse range of administrative support such as:

- Filing and record keeping;
- Word processing and document compiling (Word, PowerPoint);
- Maintaining Intranet resources and digital library;
- Managing company member accounts with Safety Line, Safety Sync, and ISNetwork;
- H+S statistics tracking and reporting;
- Coordinating meetings and note taking;
- Invoice tracking and processing;
- Coordinating and tracking internal and external insurance certificates; and
- Monitoring and directing internal inquiries.

About You

Our ideal candidate for this role will have a minimum of 3 years previous experience in the administrative field, hold a certificate/diploma in administration or equivalent, 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.

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 maintain complete confidentiality;
- Proficiency with MS Office (Word, Excel, PowerPoint, Outlook);
- Excellent oral and written communication skills;
- 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;
- Ability to establish rapport and strong relationships with colleagues and vendors;
- 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.

About Us

Recognized as one of Canada's top employers, Urban Systems is an employee-owned interdisciplinary consulting firm based in Western Canada. In business since 1975, we have over 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 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 at 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.

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 cover letter.

Deadline for applications: **Tuesday, January 19, 2021 at 9:00 am PST.**