

Company Profile:

PUBLIC Architecture + Communication is an award-winning architecture and design firm based in Vancouver, Canada. Established in 2008, we have a passion for building collective experience and memory. Our architecture projects range from residential, institutional, recreational and cultural facilities including exhibits and galleries. For more information about PUBLIC please visit our website: publicdesign.ca/

Job Description:

Currently, PUBLIC is seeking an energetic Office Administrator. Your experience, positive attitude, and passion for client service will ensure the day-to-day operations of our busy and vibrant office run smoothly and efficiently.

First impressions

- Greet visitors, contractors and clients
- Open mail and arrange courier services
- Maintain office common areas for cleanliness and organization

Contract coordination

- Administrate expenses by receiving, processing and verifying invoices
- Maintain historical records of all invoices, reports, receipts, and cheques by saving documents properly on the network
- Coordinate client/architect contracts
- Coordinate architect sub-consultant agreements

Invoicing

- Reviewing project hours + description of services rendered, generating invoices, tracking and following up on receivables

Human Resources Coordination

- Assist with onboarding new staff members (coordinate with IT for setting up computer, digital/physical tours of office etc.)
- Administering the health plan, make payments and liaise with the plan administrator

Office systems

- Coordinate third party IT consultants to keep network functioning
- Coordinate and schedule office meetings, events and seasonal parties
- Plan and administer office meetings and events
- Organize the office printer area, and waste management
- Maintain office supplies
- Schedule flights and accommodations for traveling colleagues
- Assist with other administrative duties as assigned

Skills and Qualifications:

- 3+ years of administrative experience in an office environment

- Diploma or degree from an accredited business administration program
- Strong knowledge of Microsoft Office (MS Word and Excel)
- Excellent communication skills and customer service
- Exceptional attention to detail and accuracy
- Outstanding organization and problem-solving skills
- Self-starter and team player with a positive attitude
- Effective time management skills and the ability to work under tight deadlines
- High level of confidentiality and professionally-minded

What you can expect from the company:

- Competitive salary
- 2 weeks of paid vacation plus one week over Christmas when the office is closed
- Extended benefits package after 3 months of employment

Schedule:

- 8-hour shift
- Monday to Friday

Contact Info:

Send a cover letter and CV with the subject heading Office Administrator Position to: work@publicdesign.ca. No phone calls please. Only those considered for the work will be contacted. Thank you for your interest.