

## Administrative Assistant

### Victoria, BC

#### About the Opportunity

Urban Systems is looking for an Administrative Assistant to join our vibrant Victoria office. Do you like collaborating on a variety of tasks throughout your day? Do you like taking initiative in a dynamic and project-based environment? If you are organized, comfortable working in a fast-paced environment, and you have a strong MS Office skillset, let's connect! You will put your skills to work to assist our business by:

- **Coordinating meetings, events, and staff functions.** Including booking rooms and arranging for catering.
- **Coordinating travel.** As a main point of contact for travel related requests in our office.
- **Support our branch accounting processes.** Visa reconciliation, bank deposits, accounts receivable tracking, invoice coding, and general office purchases.
- **Providing operational and premises support.** Including: keeping inventory and ordering of office supplies, arranging for couriers/ mail, keeping common areas tidy, clean and organized, managing equipment bookings and other office errands, help with security and office orientations, work with our landlord, maintenance & cleaning organization to keep the office clean and safe for our team.
- **Office coordination.** Including: Greeting guests, coordinating telephone general inquiries. acting as point of contact for Health & Safety office procedures, ensuring kitchen is clean and organized throughout the day including daily checks and maintenance, and general cleanup.
- **Project support.** Using our time and project management software, set up projects in the system; support project leaders and teams with administrative tasks and prepare, format, edit and proofread reports, correspondence, and presentations as needed.
- **Other duties 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 and to Urban Systems' clients. A graduate of a relevant post-secondary program (e.g., office administration) with a minimum of 2 years of related experience in a professional office environment in a similar capacity would be preferred. Essential skills and abilities for this role are:

- Working with people gets you energized – you enjoy building relationships and rapport with different types of people
- It's natural for you to build an understanding of what people need and how you can help them

- You can respond to change – adapting to changing conditions, priorities and technologies doesn't get you flustered
- Collaborative – you genuinely enjoy working cooperatively and effectively to reach a common goal
- Growth mindset – you see your progress as incremental and you want to learn and grow over time
- MS Office is your thing – you enjoy working in Word, Outlook and Excel
- Numbers don't scare you – you have basic knowledge and aptitude for financial administration and accounting principles

## 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, Indigenous communities, agencies, and private sector organizations. We have a team of approximately 600 professionals across Western Canada that is committed to helping build vibrant communities.

Our dynamic Victoria office has been serving local communities since 2011, and our team members primarily work in the fields of civil engineering, urban planning, landscape architecture, and strategic services. We have a fun and positive culture that deeply cares for the wellbeing and growth of our people within a respectful and rewarding work environment.

## Our Commitment to You

Are you looking for a meaningful challenge and to create impact in your community? Join a tight-knit team of professionals at Urban Systems and be part of our mission to build vibrant communities across Canada. Here's what you can expect as part of our team:

- **Competitive Compensation.** Your skills and contributions are valued. You'll receive competitive compensation, extended health, dental, vision care coverage, and more.
- **Flexible Work Environment.** You have a life outside of work! We offer flexibility in your work environment to help you do your best work and meet your commitments.
- **Paid Time Off.** We understand the importance of taking time off to recharge and spend time with loved ones! Enjoy 3 weeks of paid vacation to start, in addition to statutory days off throughout the year.
- **Saving for the Future.** To help you achieve your long-term financial goals, we offer a Long-Term Matching Program to match your contributions to an RRSP or TSFA.

- **Learn and Grow.** Your professional growth & development is supported here. You are encouraged to take initiative and shape your career through coaching, in-house learning, technical courses, and more.
- **Work with Inter-Disciplinary Teams.** Amazing things happen when you mix creativity, curiosity, teamwork, and a strong desire to collaborate and innovate. You will be part of diverse, inter-disciplinary teams to deliver important work for our clients and their communities.
- **Beautiful Office.** Do your best work in office spaces designed with your needs in mind. Each of our 15 offices has its own unique personality and design.
- **Create Lasting Community Impact.** *98% of Urban Systems employees believe that the work we do is important. Join a team of like-minded leaders and work together to bring impactful community projects to life!*

## How to Apply

If this describes your background, skills and attributes please visit our [website](#) for more information and submit your resume and cover letter. If it doesn't describe you exactly but you feel you are well suited to this opportunity, we encourage you to apply.

Urban Systems is an equal opportunity employer. We strive to create an inclusive culture for all employees. Our clients come from all walks of life and so do you. We believe that diversity and unity amongst our teams leads to building vibrant communities.

**Deadline for applications: Monday, November 28<sup>th</sup> at 9:00 am PST**