

Branch Manager

Surrey, BC



About the Opportunity

Our Surrey team is searching for a passionate, experienced Branch Manager—but we're not big on titles here, so we'll just call you by your preferred name. Life in a growing professional practice is never boring, so we're excited to work with someone who is capable and collaborative, and who will proactively contribute to our local team with purpose, enthusiasm, and a desire to serve our Fraser Valley communities. If you have a keen interest in people development, financial stewardship, leading business initiatives, and creating an inclusive space for everyone on the team, we are eager to hear from you.

Working as part of our branch leadership team, you'll get to focus on both the big picture and fine details. Including working together to be key tone setter, team builder, financial steward, and convenor of conversation to ensure our people and business are running well through:

- Keeping a pulse on our people showing up for one another, ensuring coaching and feedback are happening and encouraging growth.
- Building our team by supporting recruitment, onboarding, and nurturing an environment where our people can bring their best selves to work in service of communities.
- Financial analysis and reporting including implementing monthly invoicing and tracking systems and mentoring the team to ensure healthy business practices.
- Collaborating with project leaders and teams to support development of project budgets, healthy accounts receivables, and cost tracking.
- Spearheading initiatives such as annual branch strategies, expenditure planning, financial planning and relevant market strategy.
- Being a steward of our values and a champion of our higher calling of 'spirit in service for vibrant communities'.

About You

You are a leader who seeks to inspire, not manage, with strong communication skills, and a motivation to enable the potential in others. Our ideal candidate will have a minimum of 7 years of experience and with a background in finance, human resources, or business administration or related. The following attributes will help you thrive in our team:

- Relationships matter – you are skilled with cultivating relationships to deliver results with your team, build a community that celebrates diversity and unity and a culture of belonging.

- Strong financial acumen – an ability to read financial reports and interpret trends and see the bigger picture in the details.
- Collaborative – you routinely push outside your comfort zone and take your teammates with you by empowering and supporting them.
- Growth mindset – you value the opportunity to grow your contributions over time in helping our people and organization achieve success in new and evolving ways.
- Self-accountable – Ability to work on multiple projects, prioritize needs and thrive in a self-directed work environment.
- Consulting mindset - Familiarity with a professional services consulting environment and project management principles.

About Us

Urban Systems is an employee-owned inter-disciplinary community consulting firm with deep Canadian roots. We are united in our mission to transform communities everywhere into vibrant places where people want to live today, tomorrow, and forever.

At Urban Systems, vibrant communities are everything—including our own work community. Since 1975, we have grown to more than 600 people with 15 offices across Canada. Every day, our purpose-driven team works closely with our clients and their communities to deliver impactful work. We are proud to work with diverse clients, including Indigenous communities, all levels of government, commercial and residential land developers, and the natural resource sector.

Recognized as one of Canada's top employers, we care for our communities and for our people. It's our differences that make us exciting, and our shared belief in Urban Systems that binds us together. We're searching for the creative and passionate and the curious and courageous to join us in creating meaningful and generational change in communities.

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 Hours & Work Environment. You have a life outside of work! We offer flexibility in your work schedule and work environment to help you do your best work and meet your commitments.

Paid Time Off. We encourage all team members to take 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 TFSA.

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. Our Surrey office is home to a growing, yet close-knit group of 35 professionals. Conveniently located next to King George Skytrain station in downtown Surrey, our LEED building is convenient and good for your health, offering free gym passes to all tenants.

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 fill out the application below 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: **November 30, 2022 @ 9:00 AM PST**

To apply: <https://grnh.se/9e55bb423us>