

Infrastructure BC – Administrative Assistant

About Infrastructure BC

Infrastructure BC Inc. supports the public sector by providing leadership in the procurement of complex capital projects. Our team at Infrastructure BC works to improve the lives of people and communities in British Columbia by acting as a link between public-sector entities and private-sector companies in the procurement and delivery of complex capital projects. As infrastructure is a crucial part of the BC Government's plan to keep the province moving, [an unprecedented number of significant and complex infrastructure projects](#) have been approved to improve and address the growing province's needs.

Infrastructure BC projects improve residents' day-to-day lives, contribute to local job creation, and support a strong and sustainable economy. For more information on Infrastructure BC, please visit www.infrastructurebc.com.

Role Overview

Infrastructure BC has an 18-month contract opportunity for an **Administrative Assistant** to provide strong administrative support in our Vancouver office. Duties and responsibilities include:

- Calendar management for Executive and team/client meeting coordination for all staff.
- General administrative support; answering phone calls and email inquiries, managing incoming and outgoing deliveries, communicating with building management, and greeting visitors in the office.
- Supporting the accounting team with data entry, expenses, basic bookkeeping, and invoice management.
- Arranging local and long-distance travel for staff.
- Coordination of office essentials (meeting setup and cleanup, catering, refreshments, office supplies, etc.).
- Coordination of Board Meetings and travel and expense management for the Board of Directors.
- Supporting Communications staff with event planning.
- Supporting office staff with document work as requested using Microsoft Office applications.

The successful candidate will possess the following qualifications and competencies:

- Intermediate to advanced proficiency in the use of Microsoft Outlook, Word, PowerPoint, and Excel.
- Basic bookkeeping and accounting knowledge.
- Strong attention to detail.
- Strong organizational skills and the ability to prioritize a varied workload.
- Superior communication skills; verbal and written.
- Ability to maintain confidential information and exercise discretion and good judgement.
- A minimum of 2-3 years of relevant experience in a comparable position.

What we can offer:

Infrastructure BC prides itself on providing an engaging work environment that offers focused development opportunities for all team members. Infrastructure BC provides unmatched professional development opportunities through exposure to complex, high-profile infrastructure projects and access to industry-leading expertise.

Qualified candidates are invited to send their resumes, in confidence, to Human Resources via email at hr@infrastructurebc.com.

Please be advised that Infrastructure BC has a vaccine policy in place that requires all employees to be fully vaccinated. All potential candidates must meet that requirement. We thank all applicants for their interest; however, only those selected to be interviewed will be contacted. Infrastructure BC is an equal-opportunity employer. In accordance with the Accessible Canada Act, 2019, and all applicable provincial accessibility standards, upon request, accommodation will be provided by Infrastructure BC throughout the recruitment, selection, and/or assessment process for applicants with disabilities.