



May 27, 2019

## OFFICE ADMINISTRATOR

### Bunt & Associates

Bunt & Associates is a long established and highly reputable Canadian transportation planning and traffic engineering consultant. Our purpose is to provide enterprising solutions to transportation planning and traffic engineering problems, to contribute to building connected and sustainable communities, and to support our clients in reaching their project goals. Bunt & Associates is a true specialist consultant, providing services related to transportation exclusively.

### Role & Responsibilities

If you are a strong team player with experience in a professional services firm, a positive attitude, interpersonal skills, and great organizational abilities, this is the role for you!

Our downtown Vancouver, BC Branch is seeking a full time, permanent **Office Administrator**. This position will report to the Corporate Manager of Administration and the Regional Manager of BC. The successful candidate will be solely responsible for administrative support to Bunt's 30 professional and technical staff located in our Vancouver and Victoria offices.

Key duties and responsibilities include:

#### Communications:

- Being a welcoming presence for our clients
- Managing reception and phone system
- Developing and maintaining staff and external contact databases
- Maintaining staff away/vacation calendars
- Mail and courier management
- Setting up telephone and video conference calls
- Training staff on telephone and video conference call system
- Managing boardroom bookings

#### Office Space:

- Overseeing the maintenance and cleanliness of the office
- Assisting in researching and new ordering furniture as required and organizing for disposal of old furniture
- Setting up desk space for new/moving staff
- Managing contract for plant maintenance
- Replenishing/ordering kitchen and office supplies
- Responsible for all printers/scanner operations and supplies and lease

**Staff Support:**

- Organizing both internal and external document reproduction
- Making staff travel arrangements on as requested basis
- Assisting in planning, organizing and running both staff and client meetings/events
- Ordering electronic and hardcopy publications

**Quality Management, File Management & Archiving:**

- Assisting in developing and maintaining Bunt Word Templates
- Editing of Word document deliverables for quality and adherence to format standards
- Archiving of all paper Project and Accounting files
- Providing support to Data Coordinator for electronic archiving

**Security and Health & Safety:**

- Coordinating with landlord on keys, scan cards, lights, complaints, etc.
- Coordinating with security company and managing security system
- Serving as Member of Health & Safety Committee
- Serving as Fire Warden

**Project Management & Accounting Support:**

- Project Opening: Setting up electronic and paper project files as requested, setting up projects and proposal in the company's ERP system and weekly checking of all proposal/project set ups
- Updating weekly staff allocation and proposal tracking excel spreadsheets
- Training in Timesheet and Expense Entry for new employees
- Invoicing: support billing and month-end process
- Accounts Receivable: making initial contact with clients to follow-up on unpaid invoices
- Project Closing: working with PMs to ensure projects are paid, closed and archived according to company procedures

**Information Technology (not a requirement, but a significant asset):**

- Assistance in researching, ordering and installing computer software and hardware
- Setting up computers for new staff
- Assisting staff in desktop troubleshooting of common Outlook, Word and Excel issues

**Other:**

We are seeking a candidate with a positive outlook and strong organizational skills, with excellent written and verbal communication in English. A keen eye for detail, proven ability to work under tight and competing deadlines will be important. Bunt prefers confident self-starters for this position who are

comfortable working independently in a fast-paced environment with multiple reports. We are seeking someone who strives to develop and implement process improvement enhancements, so that we can all be better at what we do.

### Qualifications & Experience

- Completion of high school certificate
- Completion of post-secondary diploma in office administration, or equivalent experience
- At least five years experience in office administration indicating progressive responsibilities, ideally in a professional services environment
- Comprehensive knowledge of formatting and proofreading in English
- Proficiency in MS Office Suite and in particular, MS and Excel
- Experience in ERP systems and in particular Ajera (a Deltek software product) would be an asset

### Compensation

We offer competitive salaries, a performance bonus incentive program, and an excellent benefits package. Your starting salary will be commensurate with how your qualifications, skills and experience match our desired attributes for this position, but would range between \$50,000 and \$60,000.

### Contact:

If you feel that you possess the necessary experience and skill set for this position, please email your resume, references, and cover letter to [info@bunteng.com](mailto:info@bunteng.com). We thank all interested candidates; however, only those short-listed for an interview will receive a response.