

**WorkBC Employment Services Job Posting Form**

<b>Job Title</b>	<b>Office Coordinator</b>
<b>Expires</b>	12/10/2018
<b>Area of Relevancy (check all that apply)</b>	Sea to Sky
<b>Company / Employer</b>	Construction Company
<b>City of the Job (e.g., Surrey, Various Locations, Lower Mainland).</b>	Squamish
<b>Job Type</b>	Full Time
<b>Availability Requirements</b>	Monday to Friday
<b>Level / Salary Range</b>	Starting at \$20-\$23/hr based on experience + comprehensive extended health benefits.
<b>Date Job Posted</b>	11/8/2018
<b>Application Deadline</b>	12/10/2018
<b>Contact Name</b>	Jacki
<b>Contact Email</b>	talent@whistler-jobs.com
<b>How to Apply</b>	TO APPLY: <a href="http://www.whistler-jobs.com/job/office-squamish/">www.whistler-jobs.com/job/office-squamish/</a> Applications received via email will be redirected to the website
<b>Job Description</b>	Duties / Responsibilities Include: <ul style="list-style-type: none"> <li>- Be 'the face' of the company, working at reception, dealing with inquiries, greeting guests.</li> <li>- Assist with basic HR duties such as placing job ads coordinating interviews and the on-boarding of new employees, maintaining of apprenticeship records etc.</li> <li>- Complete and file applications for permits including preparing blue prints and design documents.</li> <li>- Assisting with meetings including note taking, organizing food, beverages, etc</li> <li>- Coordinate and book travel arrangements for staff.</li> <li>- Assistant to the owners of the company offering administrative support and taking on projects as needed.</li> <li>- Handle sending out packages by courier, arranging calendars for executives, picking up mail from post box and other office administration duties.</li> </ul>

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<p><b>Desired Qualifications and Experience</b></p>	<p>Skills/Qualifications:            The Perfect Candidate:</p> <ul style="list-style-type: none"> <li>- Strong organization and administration skills particularly with record keeping and correspondence.</li> <li>- Polite, pleasant manner over the phone and in person.</li> <li>- Construction experience plus basic design and construction knowledge preferred,</li> <li>- Ability to understanding construction drawings and work with design software.</li> <li>- Strong computer skills including with Microsoft Office, Word and Excel.</li> <li>- Must be an independent self-starter who can learn quickly and take ownership of projects.</li> <li>- Meticulous and thorough with exceptional attention to detail.</li> <li>- Strong English communication skills including written, spoken and comprehension.</li> <li>- Friendly and helpful attitude. Able to work well in a team setting with a positive, can-do attitude.</li> </ul> <p>About the Role:</p> <ul style="list-style-type: none"> <li>- Year-round, long-term steady work (no seasonal fluctuations)</li> <li>- Mon-Friday, 8:30am-5:00pm schedule ideally (some flexibility)</li> <li>- Comprehensive extended health benefits.</li> <li>- Starting wage in the range of \$20-\$23/hour. Must have some prior design or construction experience to qualify for the higher wage rage.</li> <li>- Equal Opportunity Employer supporting Women in Trades.</li> </ul>
<p><b>Job Posted By</b></p>	<p>Avia Employment</p>