

**Job Title:** Office Administrator

**Department:** People & Corporate Services

**Reports to:** Manager, Human Resources & CEO's Office

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**Summary**

BCIB is the provincial Crown Corporation responsible for implementing the Community Benefits Agreement (CBA) on select public infrastructure projects. The CBA prioritizes hiring of local, Indigenous, women, people with disabilities and other underrepresented groups and enables a culturally competent and respectful worksite. BCIB is committed to growing and mobilizing a safe, diverse, and skilled workforce and increase opportunities for apprenticeships.

Reporting to the Manager, Human Resources & CEO's Office, the Office Administrator is responsible for managing the day-to-day activities of the head office and providing general administrative support to the office and senior management. This role will be responsible for managing and supporting office needs including but limited to; Answering BCIB's main line, managing access protocols, receiving, sending and logging mail, managing the order and tracking process for all supplies, and working with the building's property management team on all facility related requirements, including leading fire and earthquake drills.

BCIB is looking for a candidate that has previous office management experience, who has great attention to detail, is welcoming, hostable and flexible to the needs of a fast-paced environment.

**Essential Duties & Responsibilities**

- Oversee and support administrative duties in the office and ensure the office is operation smoothly.
- Responsible for monitoring the Corporate Info Line and responding to queries within the allotted timeframe.
- Manage office supply inventory and place orders as necessary.
- Responsible for ensuring kitchen facilities are clean, organized and fully stocked.
- Responsible for ensuring the board rooms are set up for internal and external meetings
- With support from HR, create procedures to support "Office Etiquette" guidelines.
- Perform office reception duties; including greet visitors, support meeting room needs and set up and direct phone calls.
- Receive and sort incoming mail and deliveries and manage outgoing mail.
- Support the development and implementation of office policies and procedures, and ensure they are complied with appropriately.
- Assist with office layout planning and office moves and communicate office IT needs to the IT department.



**Desired Skills & Qualifications**

- Support efforts associated with the office budget, including tracking expenses.
  - Manage all communication and coordination to the building's property management team and ensure BCIB management and staff are informed of maintenance issues.
  - Manage the office fire and earthquake drills as instructed by HR.
  - Manage travel booking requirements for the office.
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- A self-motivated professional with a high level of initiative, a sense of urgency, and a strong sense of leadership.
  - A self-started individual with the ability to manage office related projects on own.
  - Ability to establish and maintain effective, professional, collaborative working relationships with staff at all levels of the organization.
  - Excellent organizational skills, with the ability to prioritize important projects
  - Proficiency with data entry and high attention to detail
  - Strong phone, email and in person communication skills
  - Excellent with Microsoft Excel, PowerPoint, Word, and Outlook.
  - Excellent planning and organizational skills; proven ability to work in a fast- paced work environment.
  - Strong document control knowledge and experience
  - Proven ability to handle highly confidential information with discretion and tact.

**Education & Experience**

- 2-3 years proven experience as an office administrator, executive assistant, or similar role.
- HR administration experience is an asset, but not required.
- Experience with formatting and document proofreading.
- Experience in government and or crown corporations is an asset.

BCIB is an equal opportunity employer and welcomes all those interested in the role to apply.

BCIB staff will review all applications received, but only those shortlisted will be contacted for a follow-up interview.

Please send a PDF version of your resume and cover letter to [jobs@bcib.ca](mailto:jobs@bcib.ca)