



Creative Thinking
Practical Results

Administrative Assistant

Read Jones Christoffersen Ltd. (RJC) is a professional services consulting engineering firm. We share our specialized knowledge with our clients, their clients, and the industry at large. With more than 400 engineers, drafters, technologists, and support staff, we serve clients across Canada and internationally. Wholly owned by our employees, RJC has a culture of giving back to our employees, our communities, and to our profession.

Having been acknowledged as a Top 100 Employer for Young People and one of Canada's Top Small & Medium Employers, RJC is proud to be one of the companies that leads the nation in creating exceptional workplaces. We are always searching to find the best and brightest for our team and offer career opportunities in our offices across Canada. Apply today and see what RJC has to offer.

LOCATION: Vancouver, BC

START DATE: As soon as possible

KEY RESPONSIBILITIES:

Duties include, but are not limited to:

- Edits, proofreads and produces word processing documents of a highly complex nature including engineering specifications, addendums, change orders, certificates of payment, letters, proposals and reports
- Assists with sorting and filing of RJC documents; invoices and related financial documents; letters; reports; proposals; design notes; drawings; meeting minutes; and promotional materials
- Assists in maintaining Archive File Database digitally and hardcopy
- Performs other administrative duties as may be assigned from time to time

PROFESSIONAL QUALIFICATIONS:

Education

- Minimum completion of High School Diploma; Post-Secondary certificate/diploma from an administrative assistant program is considered an asset

Experience

- 1 to 2 years of related experience
- Familiarity with the professional services, construction or a project orientated environment would be an asset

Skills

- Intermediate to advanced level skills with Microsoft Word, Excel, PowerPoint and Adobe Acrobat. The candidate should have a general aptitude for computer usage.
- Working knowledge of database management
- Customer service oriented with exceptional phone and email etiquette
- Fast learner with a desire to grow professionally and personally
- Team player with ability to work independently and with minimum direction
- Demonstrated effective verbal and written communication skills
- Focuses attention on detail and accuracy
- Ability to prioritize, multi-task and stay focused
- Hard worker who readily and quickly assumes responsibility; who is punctual, dependable
- Positive and respectful attitude

**This position includes a comprehensive group benefits package, discretionary performance bonuses, and annual salary reviews.*

If you think you have what it takes to join our team, please visit us at www.rjc.ca/careers to apply for this position.

We appreciate the interest and efforts of all applicants; however only those short-listed as candidates will be contacted to set up an interview.