
OFFICE ADMINISTRATIVE ASSISTANT | 2+ Years Experience

Michael Green Architecture is seeking an outstanding individual to join our Vancouver team in the role of Administrative Assistant. In this position, you will be the first point of contact in our office and on the phone for a wide range of stakeholders, including VIPs, media, clients, and suppliers. You will report to and work closely with the Finance and Administration Manager and provide support to the entire MGA team. We are a social and collaborative team working in an open studio environment.

RESPONSIBILITIES:

- Receiving clients and visitors with a high level of customer service
- Answering and managing all incoming calls on a multi-line phone system
- Handling all post and courier mail, incoming and outgoing
- Managing incoming/ outgoing documents
- Managing meeting room schedule, setup, catering, and cleanup
- Liaising with internal staff at all levels
- Ordering and organizing office supplies
- Keeping the office tidy
- Keeping our kitchen stocked
- Managing the office equipment / servicing etc.
- Managing periodic gift sourcing and distribution
- Making periodic travel arrangements, reservations, itineraries
- Filing and retrieving documents and reference materials
- Conducting research, assembling, and analyzing data to prepare reports and documents

CANDIDATE REQUIREMENTS:

- Confident, patient, friendly people-person
- At least 2 years of relevant work experience
- Proficiency in MS Office; Word, Excel, PowerPoint, Outlook
- Familiarity with Adobe Creative Suite is an asset
- Must be very flexible to diverse jobs and requests
- Professional demeanor and fluency in English
- Excellent interpersonal, written, and oral communication skills
- Ability to exercise good judgment, show initiative, and be proactive
- Easy going and personable
- Must be neat and organized and extremely detail-oriented
- Ability to effectively prioritize work flow
- Ability to maintain discretion and confidentiality
- Must have a valid drivers license and be able to drive a manual vehicle comfortably

SUBMISSION REQUIREMENTS:

- Cover Letter & Resume in one PDF document
- Reference Letter with contact information
- Legal status to work in Canada

Please submit your requirements as a single PDF to jobs@mg-architecture.ca

ADDITIONAL COMMENTS:

- This is a full-time position – 40 hours per week 8:30am to 5:30pm
- Salary will be based on experience level
- Please understand that this is not a position for designers looking to get a foot in the door
- Our office is pet friendly, we have a dog and a cat who are here every day so you must be comfortable with animals and have no allergies