

**POSITION:** Entry Level Administrative Assistant  
**COMPANY:** Bush, Bohlman & Partners LLP  
**LOCATION:** Vancouver, BC

At Bush, Bohlman and Partners we are excited to be celebrating our 50<sup>th</sup> year of designing institutional and commercial buildings throughout Western Canada. We provide structural engineering excellence and value for our clients through creativity and conscientiousness. Our commitment to research and education into the state-of-the-art technology enables our firm to work with many of the most prestigious architectural firms, contractors, and building owners in Western Canada.

Located in Vancouver's Coal Harbour neighbourhood, we have a team of 30+ technicians, technologists, and engineers with two full time administrative staff.

**YOUR ROLE:**

We are actively seeking an entry level Administrative Assistant with demonstrated proficiency in utilizing Microsoft Office; Word, Power Point, Excel and Outlook, Instagram, and LinkedIn. Exposure to QuickBooks would be an asset.

This is an excellent opportunity to grow your skills and career within an innovative, bright and supportive team environment at an organization with an excellent reputation. Bush, Bohlman and Partners LLP is one of the premier structural engineering firms in Western Canada.

We value learning and growth, and cover costs for external coursework and seminars – and as industry leaders, we support our staff with monthly trainings and information sharing in order to keep our team at the leading edge.

Your success is our success.

**WHAT WE ARE LOOKING FOR:**

- Self-motivated individuals who can work in a fast-paced environment and multitask with a diverse workload
- Someone committed to professional growth
- Be flexible, possess exceptional communication skills, able to work well under pressure
- Must be a team player, self-starter and possess a willingness to learn, grow and develop your skills

**QUALIFICATIONS:**

- A Certificate or Diploma in Business Administration or work experience equivalent of a minimum of 2 years in a clerical role
- Possess excellent organizational skills, with the ability to prioritize and manage multiple tasks simultaneously
- Applicants must have exceptional communication skills in English

**RESPONSIBILITIES:**

- Answering, forwarding, taking messages and screening phone calls
- Preparation of business correspondence:
  - contracts
  - letters of assurance
  - reports
  - technical specifications
  - insurance
- Data Entry
- Sorting and distributing mail
- Bank runs
- Invoicing
- Outsourcing – vendor pricing, etc. comparisons
- Mailing statements and invoices
- Filing, archiving and digitizing
- Couriers and tracking
- Arranging meetings – scheduling, ordering catering, beverages and ensuring boardroom is presentable
- Inventory of office supplies
- Assist with proposals and marketing through Social Media and our website
- Assist with event planning
- Assisting with miscellaneous administrative tasks as needed

**WHY WORK HERE?:**

- Join a growing company with a strong team culture and opportunities for advancement
- Enjoys learning from and sharing knowledge with your team and tackling unique problems
- Establish and progress your skills and career within a respected engineering firm, while working alongside an engaged experienced and knowledgeable team
- Work within structured but innovative work environment – we're always open to new ideas!
- Earn a competitive salary plus extended health benefits package, and we offer profit sharing for all employees
- Receive support for continuing education – we pay for employees to attend seminars and courses
- Enjoy a good work/life balance: our standard work week is 37.5 hours, with paid overtime (which we keep to a minimum)
- Work from our beautiful Coal Harbour location - right beside Stanley Park in downtown Vancouver

**EMAIL YOUR COVER LETTER AND RESUME TO:**

[bbpcareers@outlook.com](mailto:bbpcareers@outlook.com)