

# Office Services Coordinator

The Vancouver office requires an **Office Services Coordinator** to assist the Office Manager in delivering effective, people-centered office services.

## About PBX Engineering

We are an electrical, systems, and software engineering firm, with offices in Victoria, Vancouver, Squamish, Kelowna, Calgary, and Edmonton. For more than 25 years we have diligently fostered steady growth to a company of almost 100 employees.

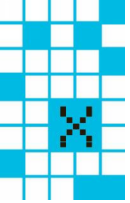
This year, we were recognized as one of Canada's Top Small & Medium Employers 2023 – an award we were proud to have received and understand it must be continuously earned to have true merit.

A quarter of our staff have been with us 10 years or more – that sort of longevity speaks for itself. We understand that only employees who feel valued, respected, and empowered are able to create the innovative solutions that set us apart and deliver the quality of work our clients have come to expect from us.

## About the Role

Working closely with the Director of Operations and the Office Manager, the **Office Services Coordinator** will be a proactive team member on the Office Services team. Occasional travel may be required. The Office Services Coordinator will be responsible for the following tasks:

- **Administrative Support:** perform various administrative tasks, such as managing correspondence, answering phone calls, scheduling appointments, and organizing meetings. Support travel arrangements, shipping and receiving, and maintaining office supplies. Assist with annual subscriptions; business licences, company permits to practice, compliance and membership renewals.
- **Document Management:** responsible for organizing, filing, and maintaining documents, both in physical and digital formats. Ensuring proper version control, confidentiality, and efficient retrieval of documents when needed.
- **Office Operations:** assist in the day-to-day operations of the office. This includes greeting and directing visitors, managing the office calendar, coordinating staff and client events, overseeing facility maintenance and repairs, office kitchen cleaning, responding to staff requests, and addressing any operational issues that may arise. Managing the usage of the PBX vehicles including vehicle inspections and coordinating service maintenance.
- **Client and Vendor Relations:** interact with clients, suppliers, and vendors, both in person and over the phone, to address inquiries, provide general information, and assist with scheduling meetings. Maintain professional and courteous communication to enhance client satisfaction and maintain positive relationships.



- Lunch and Learn Training Coordination: schedule and coordinate internal and external lunch and learns, including vendor management and catering requests.
- Executive Support: Assist senior leadership team with meetings, errands, and ad hoc requests.
- Data Management: responsible for maintaining and updating databases, spreadsheets, and other data systems.
- Financial Support: assisting in basic financial tasks, such as processing expenses and reconciling accounts. This includes liaising with the finance department to ensure accurate and timely financial operations.
- Health and Safety Compliance: Co-chair Health and Safety committee. Help maintain a safe and healthy work environment by ensuring compliance with health and safety regulations. Conduct safety checks, monitor emergency equipment, and coordinate office-wide safety training. Act as a designated Level 1 First Aid Attendant (training will be provided).
- Special Projects: Depending on the needs of the office, the Office Services Coordinator may be assigned special projects, such as organizing office relocations, implementing new office technologies, or assisting with the planning and execution of company events or conferences.

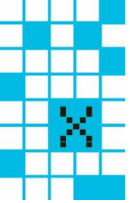
A successful candidate will help support and maintain the company's large and diverse project portfolio, where opportunities for efficiencies will need to be identified and implemented to manage demands related to time and resources as the company grows and workload increases.

We are an award-winning consulting, electrical engineering, software development, systems integration, and project management firm. We provide a complete range of design and deployment services across seven distinct business units: Transportation, Automation, Buildings, Industrial, Integrated Systems, Integrated Security, and Municipal Utilities. Our extensive and diverse project portfolio includes infrastructure that positively impacts the public - come be a part of that!

## Qualifications

While relevant experience is certainly an asset, we are far more interested in finding the right person and are willing to train. The preferred and required skills of a successful candidate are listed below:

- High school diploma required; a certificate/diploma/degree in Business Administration an asset
- 1-2 years of administrative experience in a fast-paced organization
- Organized and self-motivated; takes initiative to independently problem solve
- Professional and positive demeanor
- Proactively looks for opportunities for process improvement and innovative ideas to inspire positive employee experiences
- Team player with excellent communication and interpersonal skills, and experience building strong working relationships
- Computer savvy and familiar with Microsoft Office suite (Teams, Outlook, Word, Excel, PowerPoint)
- Committed to doing great work and providing stellar customer service to PBX employees
- Will roll up your sleeves to take on any task that needs to get done
- Capable of lifting items around 40 lbs



- This role requires working in the office full-time
- Valid BC Class 5 Driver's Licence
- Bonus if you have a valid BC Occupational First Aid Level 1 Certificate
- Ability to work in a fast-paced, dynamic environment, where demands and deadlines shift frequently
- A professional demeanor

## Benefits

We provide a comprehensive benefits package that promotes employee health and wellness which includes the following:

- Medical, Dental, & Vision Benefits, including short and long-term disability, and life insurance
- Paid time off, including paid holidays, Sudden Illness, Injury & Childcare (SIIC) days
- A Maternity & Parental Leave Top Up Program
- RRSP contributions with company matching
- A Health & Wellness Incentive Program for things like gym memberships, recreational gear, and more
- An Employee Assistance Program
- Annual bonus program based on company and personal performance
- Staff social events, team lunches, and high-quality swag you can actually use or wear with pride
- Flexible work options: full-time from home/office or hybrid models

## Applications

Qualified applicants are encouraged to send their resumes, complete with references, via email to [careers@pbxeng.com](mailto:careers@pbxeng.com). Include "Office Services Coordinator" in the subject line.

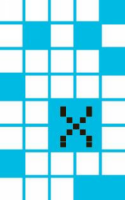
Resumes will be accepted until position filled.

## The PBX Environment

We believe in supporting the long-term career development of our staff through a diverse and challenging workload, industry engagement, and internal and external training. We apply the same effort in fostering a positive social environment as we do in developing innovative and successful projects.

We employ critical thinkers who enjoy solving problems through creative and collaborative interaction. Candidates should be genuinely interested in participating in the mutually beneficial growth and technical development of a very strong and talented group of engineers and designers. Our diverse workload covers numerous markets and practice areas such as:

- Airports
- Automation and controls
- Bridges and tunnels
- Buildings for healthcare, education, sports and recreation, commercial, and industrial facilities
- Indigenous communities



- Information and communications technology
- Intelligent Transportation Systems (ITS)
- Integrated Security
- Lighting for roadways, bikeways, parks, and other public spaces
- Ports and marine terminals
- Mass transit
- Ski industry
- Systems engineering
- Traffic signals and traffic engineering
- Water and wastewater infrastructure

We continuously strive to make our firm the kind of place where people want to stay: our benefits package and approach to compensation are structured to support that goal. We are looking for someone who shares our passion for high quality work and who is interested in contributing positively to our corporate culture.