

The Operations Coordinator role is a multifaceted position spanning across office operations and cross-functional support. You will work closely with the leadership team, reporting directly to the Operations Lead. This role requires drive and initiative, attention to detail, exemplary organizational and time management abilities with excellent interpersonal and communication skills.

The position involves full-time in-office support, located in our beautiful heritage office building in downtown Victoria.

Title	Position #
Operations Coordinator	VIC-1013
Location	Salary Range
Victoria, BC	\$60,000 - \$75,000

ABOUT PBX ENGINEERING

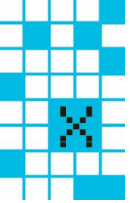
We are an electrical, systems, and software engineering firm, with offices in BC and Alberta. For more than 26 years we have diligently curated steady growth to build a successful company of over 120 employees.

Our extensive, diverse, and award-winning project portfolio includes infrastructure that positively impacts the public and the communities where we all live and work.

ABOUT THE ROLE

The Operations Coordinator will be responsible for the following:

- Assist in the day-to-day operations of the office. This includes answering phones, greeting and directing visitors, managing the office services calendar, vacation calendar and shared email box
- Responsible coordinating shipments to and from the office, this includes packing, labelling and arranging the shipments
- Assist Senior IT Administrator with basic IT support and troubleshooting
- Ensure the cleanliness, organization, and functionality of the office, including the kitchen, common areas, and meeting rooms
- Assist with managing office supplies for, equipment and food/snack/drink inventory, order supplies as needed, and ensure adequate levels are maintained
- Assist with annual subscriptions; business licences, company permits to practice, compliance and membership renewals
- Assist with the coordination of office maintenance, repairs, and updates, including liaising with building management, cleaning staff, and service vendors. Maintain professional and courteous communication to enhance client satisfaction and maintain positive relationships
- Assist with the oversight of the usage, maintenance and inspections of company vehicles
- Assist the Joint Health and Safety Committee with monthly office inspections and updates to safety bulletin board



- 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
- Manage company-wide Lunch and Learn Training Coordination: schedule and coordinate internal and external lunch and learns, including vendor management and catering requests
- Provide administrative support to Directors as required. This could include calendar management, meetings, document filing/management, errands or ad hoc requests
- Provide administrative support and coordination for annual social events
- Support cross-functional teams with ad hoc requests and special projects as needed
- Provide Victoria office-based vacation and unplanned absence (i.e. sick time) coverage for members of the Operations Team

QUALIFICATIONS

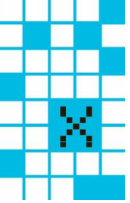
CORE QUALIFICATIONS

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
- 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
- Ability to work in a fast-paced, dynamic environment, where demands and deadlines shift frequently
- Ability to work effectively within a dynamic, team-focused environment that operates at a rapid pace
- Proficiency with Microsoft Office 365 and an aptitude for leveraging technology to gain efficiencies and improve processes
- BC Occupational First Aid Certificate or willingness to obtain is preferred
- Some travel required

WHO YOU ARE

- You are a true 'people person' with a passion for building relationships and creating a positive employee experience for in-office, hybrid and remote employees
- You thrive in a fast-paced and dynamic environment
- You have impeccable attention to detail and organizational skills with the ability to prioritize tasks effectively



- You have proactive problem-solving skills and the ability to work autonomously
- Genuine desire to make an impactful contribution to a place where you yourself can build a long term career.

BEING A PART OF THE PBX COMMUNITY

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. A quarter of our staff have been with us 10 years or more. 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.

We apply the same effort in fostering a positive social environment as we do in developing innovative and successful projects. You'll be joining a firm that believes strongly in creating the kind of community-based work culture that people want to be a part of.

For the second year in a row, we have been recognized as one of Canada's Top Small & Medium Employers – an award we were very proud to have received, but we understand it must be continuously earned to have true merit. 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.

Our comprehensive benefits package includes the following:

- Medical, Dental, & Vision Benefits, including 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 high performance 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
- Hybrid work model

COMPENSATION

The range of compensation for this position is \$60,000 to \$75,000.

The final compensation offer will reflect our consideration of factors such as the candidate's relevant qualifications, experience, knowledge and skills.

APPLICATIONS

Qualified applicants are encouraged to send their cover letter and resume via email to careers@pbxeng.com. Include **"Operations Coordinator - VIC-1013"** in the subject line.

Applications will be accepted until 11:59 PM on Sunday, January 5, 2025.