



McCuaig & Associates is currently seeking an **Office Coordinator/ Admin Assistant** to join the Administrative Team at our Burnaby location. Expected tasks for the role include:

- Managing our front desk
- Office organization, ordering supplies, workspace set up and equipment management
- Answering main phone line and reviewing/ distributing general company email
- Assisting with office safety management/ safety program
- Completing new employee orientations
- Managing our Social Media accounts
- Collaborating with technical staff to create project documents for clients and other stakeholders
- Assisting Project Manager with preparation and tracking of project documentation and budgets

Consideration will be given to individuals who possess the following skills and qualifications:

- Excellent written and oral English communication skills with an aptitude for proofreading and editing;
- Strong self-starter with a proven record of being able to work efficiently with little supervision;
- Strong computer skills, with an emphasis on proficiency with Microsoft Word and Excel;
- Confidence/ ability to efficiently manage multiple tasks and projects and work well with many personalities;
- Previous experience office administration and project administrative roles, especially if within the engineering/ construction industry a bonus;
- Valid Driver's license

Please note that all candidates must be willing to undergo personnel security screening (similar to criminal record check).

Salary will be commensurate with experience. Please send cover letter, resume, and salary range expectation by email to hr@mccuaig.net Attention: Cristal Loveng

Thank you for your interest in this position, only shortlisted candidates will be contacted.