

ADMINISTRATIVE ASSISTANT – INTEGRA ARCHITECTURE INC.

INTEGRA ARCHITECTURE – 2330-200 Granville Street, Vancouver BC V6C 1S4

Firm Profile:

Integra Architecture Inc. is an award-winning architecture firm located in downtown Vancouver. We are an evolving team of innovators in architecture who value strong client relationship, effective communication, and high-quality sustainable impact on our communities and people's lives.

As we continue to grow, we are seeking an experienced Receptionist / Administrative Assistant to join our team.

Position Available: Reception / Administrative Assistant

Enthusiastic, detail-oriented Office Assistant with excellent phone manner and strong work ethic. Responsible for (but not limited to):

- Manage incoming telephone calls and related responsibilities
- Coordinate incoming e-mails and electronic filing
- Arrange for couriers and postage with office memo and transmittal to accompany for all documents and / or architectural drawings
- Other office and clerical duties as required
- Collaborating on maintenance of architectural documents and e-filing system
- Scheduling and coordinating meetings and maintaining office calendars
- Coordinate international and domestic travel arrangements
- Event coordination
- **Prepare documentation & schedules for submittal to municipalities**

Considerations:

- Previous reception and administrative experience
- Exceptional organizational skills and multi-tasking ability
- Strong computer skills with competency in Excel, Word and internet communications
- Strong interpersonal and communications skills
- Proven ability to work effectively within a fast-paced architectural environment
- Fluent in English
- A willingness to learn, along with a strong work ethic

To apply please send an email with your resume with references and salary expectation to anitad@integra-arch.com (only those selected for an interview will be contacted).

February 21, 2019