

Position – J23-14 Office Administrator**Position Type** - Full-time**Availability** – Immediate**Location** – Burnaby**Job Overview**

Westmar Advisors Inc. (Westmar) is a dynamic and growing advisory and engineering company focused on industrial and public infrastructure. We strive for technical excellence and innovation within a culture of professional integrity. Our values are centered on caring for people and encourage diversity, equity, and inclusion across our company. We provide services across all phases of project development and infrastructure type, from local waterfront structures to large capital projects for multinational clients.

We are looking for an engaged and enthusiastic Office Administrator to join our growing team. The chosen candidate will be proficient in the use of core Microsoft 365 Office software and have strong communication and organizational skills. They will be responsible for working with Westmar's management team to look after the day-to-day functioning of the Burnaby office, and to provide administrative support to Westmar's operational and technical groups.

Responsibilities

- Track, order, and manage office supplies and other consumables. This includes working with vendors and the maintenance of various inventory lists and supply schedules.
- Administrative support to operational, technical, and project teams.
- Assist in facilities management, ensuring offices and boardrooms are kept to a professional standard.
- Shipping and receiving.
- Office reception, meeting setups and coordination.

Requirements

- Strong communication and organizational skills.
- Proficient in the use of Microsoft Outlook, Word, and Excel.

Assets

- Familiarity with Microsoft 365 including OneDrive and SharePoint.
- Experience in the Consulting Engineering industry or a professional services office environment.
- Experience in document processing.
- Experience with inventory management and office logistics.
- Familiarity with database systems and their implementation.
- Technical writing or communications experience.

We look forward to hearing from you, please send resume with covering letter to careers@westmaradvisors.com.