

Office Administrator

(Victoria, BC)

\$60,000 - \$65,000

On behalf of our client, UVic Properties, we are searching for an Office Administrator to join their team. UVic Properties is a wholly owned subsidiary of the University of Victoria. The company manages UVic's portfolio of non-academic real estate on Vancouver Island to provide financial returns that support the university's academic mission. The 135 commercial and 45 residential properties include important landmarks in Victoria's social and business community such as the Vancouver Island Technology Park, the Marine Technology Centre, the Queenswood Oceans and Climate Campus, the Legacy Art Gallery and Swans Brewery, Pub and Hotel.

Reporting to the Director of Commercial Properties, the Office Administrator will play a crucial role within the organization, providing essential support to the Senior Management team. This individual will be a key team player, demonstrating proactive initiative, a keen ability to anticipate needs, self-motivation, and exceptional adaptability to various situations and environments. Their commitment to outstanding client service, coupled with a can-do attitude and impeccable organizational skills, will be instrumental in driving success and fostering personal and professional growth within the role.

RESPONSIBILITIES:

SENIOR MANAGEMENT ADMINISTRATION

- Provide administrative support to Senior Management Team
- Compose and edit correspondence; prepare, transcribe, compose, type, edit, and distribute agendas and minutes of meetings, where applicable
- Schedule and coordinate meetings, events, appointments, and other similar activities, including coordinating travel and lodging arrangements
- Prepare or assist with the preparation of scheduled and adhoc statistical and narrative reports; perform basic information gathering and analysis and forecasting, as specifically directed
- Prepare board presentations, and assist as required for Board Meeting preparation
- Assist in contract administration and project support for construction and development projects
- Liaise as required with contractors, vendors and service suppliers
- Assist with payroll administration, including time and vacation tracking and group benefit administration

OFFICE ADMINISTRATION

- Provide office administrative support such as answering telephones, assisting visitors, and resolving and/or referring a range of administrative duties and inquiries
- Prepare and update corporate communication materials including guidelines, written communications, photos, website, and newsletters

- Coordinate internal social events for organization – champion of fun!
- Coordinate Conference Centre and board room events with internal and external users and manage billings for events, as required; event tasks shared with Security Supervisor
- Be familiar with Boardroom and Conference Room AV setup in preparation for Board Meetings and other events requiring support
- Coordinate tenant rentals of gym lockers and community garden plots
- Coordinate with counterparts across the organization and with third-party providers to ensure timely reporting
- Prepare presentation materials for stakeholder meetings
- Data input backup for electronic invoicing system
- Organize submitted and closed Work Orders and develop a daily schedule for Maintenance team
- Administrator for Work Order tracking (Access/Excel) and implementation of new application
- Maintain an effective and efficient office file management system
- Establish and maintain an effective liaison with Senior Management Team
- Assist with day-to-day lease administration, as required

CORPORATE RELATIONS

- Work with all stakeholders to continually develop and enhance corporate messaging
- Facilitate new tenant move-in welcome package
- Manage and track leasing inquiries, including initial emails and space tours

SKILLS & QUALIFICATIONS:

- Minimum 3 years administrative experience in a corporate environment
- Post-secondary degree considered an asset
- Excellent communication, administrative and organizational skills with attention to detail
- Ability to meet deadlines while ensuring high standards of accuracy
- Experience in preparing documents (including graphics), reports and spreadsheets
- Knowledge of accounting is considered an asset
- Strong interpersonal skills, with an enthusiasm for engaging people
- Excellent proficiency with Microsoft Office Products: Word, Excel, Outlook, and PowerPoint
- Excellent written communication skills
- Ability to follow instructions provided by Senior Management or other staff members
- Ability to multitask, and work in what can be a fast-paced environment, producing quality results
- Punctual, organized, and reliable
- Self-starter with initiative and willingness to learn

This role is ideal for a collaborative individual who thrives on supporting a dynamic team and embraces challenges with enthusiasm. The ideal candidate believes that no task is too big or too small, demonstrating a positive personality and exceptional communication skills. With a strong focus on staff/client customer service, they will play a pivotal role in fostering an environment of trust and fun. Additionally, their technical proficiency and attention to detail will be instrumental in ensuring the smooth operation of office activities.

We ask that individuals interested in exploring this opportunity send their resumes to laise.sato@clearchoicehr.ca. We'd like to ask all applicants to apply through the official process managed by ClearChoice HR and to avoid speculative approaches. We thank all interested applicants; however, only those selected to move forward will be contacted.