

Office/Project Administrator (part-time/potentially full-time)

Nanaimo, BC



EDI is an employee owned company that has been in business for 24 years with offices across western and northern Canada. We understand that our greatest asset is our people, a belief that has fostered a terrific team environment and very high employee retention. Visit our website at www.edynamics.com to learn more about us.

Our Nanaimo office has an immediate opening for the following permanent part-time position. This position has the potential to go full-time.

The successful candidate will be responsible for the following:

- Primary administrative support for 15+ professionals in our Nanaimo and Vancouver offices
- Support the Regional project management team through all phases of projects
- Communicate relevant information to project team
- Create new job numbers by inputting project information in the time & billing software
- Monitor/maintain tracking tools to provide effective reporting
- Ensure budgets are up-to-date and follow up with PM's for any inconsistencies
- Enter expenses and other data entry
- Generate invoices and submit to clients in a timely manner
- Orientation of new team members ensuring alignment with company policies
- Coordination of travel needs
- Coordination of information internally and with other EDI branch locations and organizations
- Maintain accurate information filing systems
- Perform general administrative duties as required by the Administration Director

Requirements:

- Must be organized, dependable and highly attentive to detail
- Ability to prioritize multiple tasks and work with continuous interruptions
- Must be patient, friendly, hardworking, a team player and able to take initiative
- Must be able to work independently, with minimal supervision
- Must be enthusiastic and professional
- Understands the need to quickly change priorities and respond in a positive manner

Experience:

- A minimum of 5 years Administration experience required
- Proficient in Microsoft Office
- Knowledge of bookkeeping principles
- Familiarity with time billing software

Please email your resumé by May 18th, 2018 to employment@edynamics.com, NAN0518 in the subject line.

Applicants will be considered as their resumes are received and may be requested for an interview prior to the closing date. Only candidates requested for personal interviews will be contacted.

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