

Office Services Coordinator

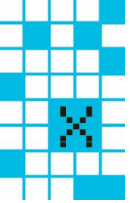
PBX Engineering is an electrical, systems, and software engineering firm in British Columbia & Alberta. We develop leading edge systems for municipal infrastructure, transportation, security, buildings, and industrial applications across Canada and the United States.

The Vancouver office requires an **Office Services Coordinator** to assist the Office Manager in delivering effective, people-centered office services.

Position Summary

Working closely with the Director of Operations and the Office Manager, the **Office Services Coordinator** will be a proactive team member on the Office Services team. The position will be based in the Vancouver office, but will support efficient office operations at all PBX locations. Occasional travel may be required. The Office Services Coordinator will be responsible for the following tasks:

- **Administrative Support:** perform various administrative tasks, such as managing correspondence, answering phone calls, scheduling appointments, and organizing meetings. Support travel arrangements, shipping and receiving, and maintaining office supplies. Assist with annual subscriptions; business licences, company permits to practice, compliance and membership renewals.
- **Document Management:** responsible for organizing, filing, and maintaining documents, both in physical and digital formats. Ensuring proper version control, confidentiality, and efficient retrieval of documents when needed.
- **Office Operations:** assist in the day-to-day operations of the office. This includes greeting and directing visitors, managing the office calendar, coordinating staff and client events, overseeing facility maintenance and repairs, office kitchen cleaning, responding to staff requests, and addressing any operational issues that may arise. Managing the usage of the PBX vehicles including vehicle inspections and coordinating service maintenance.
- **Client and Vendor Relations:** interact with clients, suppliers, and vendors, both in person and over the phone, to address inquiries, provide general information, and assist with scheduling meetings. Maintain professional and courteous communication to enhance client satisfaction and maintain positive relationships.
- **Lunch and Learn Training Coordination:** schedule and coordinate internal and external lunch and learns, including vendor management and catering requests.
- **Executive Support:** Assist senior leadership team with meetings, errands, and ad hoc requests.
- **Data Management:** responsible for maintaining and updating databases, spreadsheets, and other data systems.
- **Financial Support:** assisting in basic financial tasks, such as processing expenses and reconciling accounts. This includes liaising with the finance department to ensure accurate and timely financial operations.



- Health and Safety Compliance: Co-chair Health and Safety committee. Help maintain a safe and healthy work environment by ensuring compliance with health and safety regulations. Conduct safety checks, monitor emergency equipment, and coordinate office-wide safety training. Act as a designated Level 1 First Aid Attendant (training will be provided).
- Special Projects: Depending on the needs of the office, the Office Services Coordinator may be assigned special projects, such as organizing office relocations, implementing new office technologies, or assisting with the planning and execution of company events or conferences.

A successful candidate will help support and maintain the company's large and diverse project portfolio, where opportunities for efficiencies will need to be identified and implemented to manage demands related to time and resources as the company grows and workload increases.

We are looking for someone who shares our passion for high quality work and who is interested in contributing positively to our corporate culture.

Qualifications

The successful candidate will have the following qualifications:

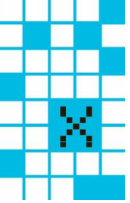
- High school diploma required; a certificate/diploma/degree in Business Administration an asset
- 1-2 years of administrative experience in a fast-paced organization
- Organized and self-motivated; takes initiative to independently problem solve
- Professional and positive demeanor
- Proactively looks for opportunities for process improvement and innovative ideas to inspire positive employee experiences
- Team player with excellent communication and interpersonal skills, and experience building strong working relationships
- Computer savvy and familiar with Microsoft Office suite (Teams, Outlook, Word, Excel, PowerPoint)
- Committed to doing great work and providing stellar customer service to PBX employees
- Will roll up your sleeves to take on any task that needs to get done
- Capable of lifting items around 40 lbs
- This role requires working in the office full-time
- Valid BC Class 5 Driver's Licence
- Bonus if you have a valid BC Occupational First Aid Level 1 Certificate

While relevant experience is certainly an asset, we are far more interested in finding the right person and are willing to train.

Benefits & Other Compensation

We provide a comprehensive benefits package that promotes employee health and wellness which includes the following:

- Medical, Dental, & Vision Benefits, including short and long-term disability, and life insurance
- Paid time off, including paid holidays, Sudden Illness, Injury & Childcare (SIIC) days



- A Maternity & Parental Leave Top Up Program
- Registered Retirement Savings Plan (RRSP) with company matching
- A Fitness & Wellness Incentive Program
- An Employee Assistance Program
- Annual bonus program based on company and personal performance

Applications

Qualified applicants are encouraged to send their resumes, complete with references, via email to careers@pbxeng.com. Include “**Office Services Coordinator**” in the subject line.

Resumes will be accepted until position filled.

About PBX

PBX Engineering offers a challenging and rewarding environment. PBX employs innovative, critical thinkers who enjoy solving problems through creative and collaborative interaction. The selected candidate should be genuinely interested in participating in the mutually beneficial growth and technical development of a very strong and talented group of engineers, designers, finance, and operations personnel.

Our services cover the full project life cycle – from high level planning to splicing wires and testing devices, from the conference room to the construction site.

We support clients and partners with projects ranging in size from small to very large, and in scope from stand-alone to highly integrated.

Our work includes projects that matter on municipal, provincial, and national levels – ports, terminals, ferries, roads, bridges, hospitals, water infrastructure, airports, tunnels, recreational facilities – all the critical things that build strong economies, industries, and communities.

We believe in supporting the long-term career development of our staff through a diverse and challenging workload, industry engagement, and internal and external training. We apply the same effort in fostering a positive social environment as we do in developing innovative and successful projects. We continuously strive to make our firm the kind of place where people want to stay – and our benefits package and approach to compensation are structured to support that goal.

Canada’s Top 100 Employers

PBX is honored to make the list of [Canada’s Top 100 Small and Medium Enterprise Employers for 2023](#)! We’ve built a world class team. Every day, our people bring dedication, innovation, and teamwork to the projects we work on and clients we work with. PBX is recognized for having some of the leading employee benefits in the industry. Click [HERE](#) to read about the reasons PBX was selected.