



Suite 900, 1188 West Georgia St.
Vancouver, BC Canada V6E 4A2
innovatebc.ca

Job Opportunity: Administrative Assistant

Organization: Innovate BC
Position Title: Administrative Assistant
Department: Operations
Location: Vancouver, B.C.
Employment Type: Full-time, permanent

About Innovate BC

Innovate BC is a one stop service centre to connect BC innovators — large and small — with government funding, tools, resources and support. Every day, staff at Innovate BC come to work to serve and celebrate innovation in British Columbia, helping our industries grow, while ensuring the benefits of our thriving technology sector are felt by people in all regions of our province. Innovate BC is a Crown Agency of the Province of B.C.

About the Opportunity

Innovate BC is looking for a responsible Administrative Assistant to perform a variety of administrative and clerical tasks. Duties of the Administrative Assistant include providing support to the Operations Manager, Innovate BC employees and tenants, assisting in daily office needs and managing the organization's general administrative activities.

The ability to multi-task, stay organized, while maintaining attention to detail and managing administrative support, is essential in this position.

Qualifications: The successful candidate will have:

- A minimum of 3 years' experience working in an office environment and providing administrative support
 - Advanced Microsoft Office Suite skills and familiarity with Mac Operating Systems
 - Excellent verbal and written communication skills and interpersonal skills
 - The ability to manage multiple activities while maintaining excellent attention to detail
 - The ability to foster effective working relationships with peers, vendors, partners and the public
 - Familiarity with general office equipment and software and comfort with learning new systems
 - An interest in technology and Innovation or experience in the tech sector
 - Experience coordinating meetings and events
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Salary: \$38,000 - \$42,000 per annum.

Application Deadline: December 21, 2018

Starting Date: Immediately

Application Process: To apply for this position, please send your resume and cover letter in Word or PDF format to mfoster@innovatebc.ca. Please use the subject line 'Administrative Assistant'.