



## Office & Project Administrator - Vancouver

Govan Brown Construction Managers has an exciting opportunity for an Office & Project Administrator.

Govan Brown is an established leader in the construction management industry and has approximately 185 field and office staff and completes about \$300 million a year in corporate office, retail and hospitality projects. With our headquarters in Toronto, we are the only Canadian interiors construction manager with offices also in Vancouver, Calgary, Edmonton, Winnipeg and Ottawa.

Our company is growing by leaps and bounds and needs talented and energetic people to grow with us. The work environment is reflective of the fast paced and exciting downtown cities in which we do business.

Govan Brown is proudly recognized as one of Canada's Best Managed Companies.

Visit us at [www.govanbrown.com](http://www.govanbrown.com)



### The Opportunity

- Perform a range of administrative services including responding to phone calls and email, ordering supplies, office equipment maintenance, photocopying, arranging meetings etc.
- Prepare correspondence, documents, reports and presentations of a complex nature, including project proposals, site safety binders, operations manuals, meeting minutes.
- Ensure construction project files and documents are prepared, shared and logged with a high level of accuracy.
- Input project information and data in our computerized project management system (CMiC).
- Process general office overhead invoices
- Follow up with designers and sub-contractors to obtain required information, such as health & safety documentation.
- Provide top notch service to clients, suppliers and other stakeholders by responding professionally and with a sense of urgency.

### Desired talents and experience

- 3 + years of office administration experience
- University or College degree / diploma an asset
- Knowledge of basic accounting
- Previous roles in a professional services, commercial construction or real estate environment is an asset
- Computer proficiency in Microsoft Office Suite, Outlook and Accounting software. Able to learn new technology quickly.
- Confidence and moxy to interact with individuals at all levels and with differing styles
- Self- motivated with the ability to take initiative and work in a fast-paced environment, handling competing demands
- High level of professionalism, sound judgment with the ability to get results
- Highly organized and a stickler for detail
- Love working both independently and with a team, sharing information with others
- Positive, entrepreneurial spirit with a "get 'er done" attitude



### Interested or know someone?

Please send your resume and cover letter to:

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