

CAREER OPPORTUNITY

POSITION: ADMINISTRATIVE COORDINATOR

TERM: Full-Time Permanent

LOCATION: Campbell River, BC

THIS OPPORTUNITY

StoneCroft is seeking an Administrator/Administrative Coordinator on a full-time permanent basis, to be a key member of our dynamic team of professional and technical staff. The successful candidate will report to the General Manager and support the crew in daily execution of consulting services for our valued clients. StoneCroft will provide training in all facets of the job. This position will be based out of our Campbell River office.

Primary responsibilities would include, but are not limited to:

- Working collaboratively as part of a team of professionals, technologists and drafters
- Administrative coordination of the company safety and environmental programs, including planning training, SiteDocs safety database management, coordinating safety drills, documentation and submittals to clients (e.g., monthly safety stats)
- Light bookkeeping duties supporting the Controller
- Monthly office inspections, warehouse inventory and part/supplies/equipment procurement
- Company fleet service and maintenance coordination with dealerships, monthly vehicle inspections, seasonal change of equipment for fire, spill and safety preparedness
- Answering main phone line
- Travel and accommodation coordination to support field crews
- Events coordination
- Coordinating main office routine maintenance
- Monthly operational meeting agendas and minutes
- Other administrative activities, as required

REQUIRED QUALIFICATIONS + EXPERIENCE

- Excellent client service, interpersonal and teamwork skills
- Solution-oriented approach to every day tasks
- Excellent oral and written communication in English
- A valid Class 5 BC Driver's Licence (or equivalent)
- Proficiency in Microsoft Office Suite
- Previous commensurate experience

ADDITIONAL PREFERRED QUALIFICATIONS

- A related degree, diploma, certificate or other education in business administration, office management or accounting/bookkeeping

COMPENSATION

- Competitive wages commensurate with qualifications, ability and experience; \$22-32/hour
- A flexible work schedule
- Eligibility for a comprehensive group benefits package
- Annual profit-sharing bonuses based on performance of the employee and company
- We invest in our employees with training and professional development

ABOUT STONECROFT

StoneCroft is a specialist consulting engineering firm based in Campbell River on Vancouver Island. We provide professional engineering services to Indigenous economic development groups, the natural resources sectors and other bridge, industrial, and marine clients since 1989. StoneCroft's main areas of practice include civil and structural design, inspection, survey and construction supervision services on technical resource roads, road and pedestrian bridges, major culverts, earthworks, retaining walls, industrial facilities, marine facilities, and recreational structures. StoneCroft is proud to be SAFE Certified by the BC Forest Safety Council.

Our location in Campbell River provides for world-class outdoor recreational opportunities in a vibrant community with excellent local services and amenities.

Working at StoneCroft, you can expect to be part of a tight-knit professional crew who is passionate about our work and our team. StoneCroft is an inclusive work environment with a strong management commitment to support employees with a healthy work environment, professional development, mentoring, work-life balance and a strong safety culture. From annual camping trips to summer barbecues to end-of-year events, there are lots of opportunities to spend time with your team.

HOW TO APPLY

Interested applicants should respond by email, with their cover letter and resume attached in PDF or Word format to:

careers@stonecroftengineering.ca

Subject: Application for Administrative Coordinator
Position

Attn: Janice Mathers, RPF, MBA, General Manager

Applications will be accepted until the position is filled. We greatly appreciate all interest in this opportunity; however, only those candidates selected for an interview will be contacted. We reserve the right to not fill this position.

