

VisionQuest Advisors is a consulting company serving western Canada and exclusively Indigenous Governments and Organizations. We develop place-based projects with lasting benefits for the community. We take projects from idea, through construction, to fully operational; and otherwise offer a comprehensive scope of services.

Our company is looking to add a **Project Administrator** to our team of professionals. This position serves a critical role in the successful management of our company and as a result, our projects. This position provides a broad range of support services including project administration and coordination, company financials, document production, reporting and collaboration, and clerical duties as required for the Company, executive, and other team members.

Our perfect teammate will thrive in a dynamic atmosphere, be innovative, detail-oriented, and have exceptional organization and communication skills. They will be able to manage multiple tasks and duties with impeccable attention to detail while consistently meeting deadlines. If you can do all of this, with a smile and sense of humor, the position is probably meant for you!

Location: Kamloops Office
Reporting: Managing Director
Wage/Salary: \$58,000 to 65,000 DOE
Terms: Full-Time Permanent Position
Benefits: Three Weeks Paid Vacation, Medical and Dental Group Plan
Start Date: As soon as possible with flexible start date

Qualifications

- Post-secondary education in a related field and/or five years employment in similar positions.
- Working knowledge and comprehension of basic or intermediate bookkeeping principles.
- Advanced computer skills, including Microsoft Office, accounting, and project management software.
- Professional written and oral communication skills with a keen eye for detail.
- Previous experience working with a variety of client groups, namely Indigenous, is considered an asset.
- Knowledge and understanding of construction terms and materials.
- Drivers' license and occasional work-related travel are required.

Responsibilities:

- **Project Administration and Coordination:** Support all aspects of project implementation, invoice coding approval and reconciliation, disbursements, budget and cost tracking and reporting, document control and record keeping, vendor procurement and contract management, schedules, permitting, and quality control. Schedule and confirm appointments/meetings, prepare agendas and minutes.
- **Company Financial Support:** Calculate, prepare, and issue documents related to accounts such as bills, invoices, purchase orders, cheques, and accounts payable and receivable. Support data entry and reconciliation.
- **Document Production:** Research and collate information and data. Assist staff in completing a variety of written and financial reports, spreadsheets, and presentations.
- **Reporting and Collaboration:** Work under the Managing Director and Principal, contributing positively to the company's development and production by assisting staff and relevant partners.
- **Clerical Support:** Provide general office, administrative and clerical support to the Executive, and VQ Team as needed. Provide relief coverage for the Office Manager, assisting with the facilitation of bookings and answering client inquiries.

Applications:

Please submit your cover letter and resume marked "Project Administrator" to careers@visionquestbc.ca identifying education and/or experience that directly relates to Job Responsibilities as listed. We will review and shortlist applications as received. Thank you to all those applicants that apply, however only those selected for an interview will be contacted.