

**Position:** Office Administrator

**Location:** Courtenay, BC

**Employment Type:** Full-time, on-site

**Start Date:** As soon as available

## About Us

We are a locally based engineering firm serving Vancouver Island, the Sunshine Coast, and British Columbia with technical expertise, practical field experience, and a commitment to high-quality client service. Our work includes design, inspections, reporting, and project coordination across residential, commercial, and industrial sectors. We are looking for a reliable, organized, and proactive Office Administrator to support our growing team.

## Role Overview

The Office Administrator is the central hub of our operations. You'll support engineers and project managers, coordinate documentation, assist with scheduling, and help keep the office running smoothly. This role is ideal for someone who enjoys a mix of administrative structure, technical documentation, and fast-paced project environments.

## Key Responsibilities

- Manage day-to-day office operations, including phones, email correspondence, and reception duties
- Prepare, format, and proofread technical documents, reports, proposals, and client deliverables
- Assist with project coordination: scheduling site visits, tracking deadlines, and organizing files
- Maintain digital and physical filing systems (SharePoint/OneDrive experience an asset)
- Support invoicing, timesheet collection, and basic bookkeeping tasks
- Coordinate with clients, contractors, and municipal staff as needed
- Order office supplies and maintain office equipment
- Provide general administrative support to the engineering team



## Qualifications

- Strong proficiency with Microsoft 365 (Word, Excel, Outlook, One Drive, Teams)
- Excellent written and verbal communication skills
- High attention to detail, especially when formatting technical documents
- Ability to manage multiple tasks and deadlines in a project-driven environment
- Comfortable working independently and taking initiative
- Experience with invoicing or bookkeeping software (e.g., QuickBooks) is an asset
- Valid BC driver's licence is an asset but not required

## What We Offer

- Competitive compensation based on experience (\$20/hr to \$30/hr)
- Extended health benefits (if applicable)
- Supportive, professional team environment
- Opportunities to learn about engineering workflows, field operations, and technical documentation
- Stable, long-term employment with room to grow

## How to Apply

Please submit your **resume** and a brief **cover letter** outlining your relevant experience to: [info@boundaryconsulting.ca](mailto:info@boundaryconsulting.ca).

Applications will be reviewed as they are received. Only shortlisted candidates will be contacted.