

Position: Receptionist / Office Assistant
Reports to: Office Supervisor
Contract type: Temporary; Full Time [12 months]

The Chartered Professional Accountants of British Columbia (CPABC) is seeking a highly organized and detail oriented individual with excellent customer service skills for the Receptionist / Office Assistant role. We are proudly recognized as one of BC's Top Employers for 2021. Come join a collaborative network of like-minded professionals and take the first step towards an exciting opportunity by applying to the position.

Job Summary

Reporting to the Office Supervisor, the Receptionist / Office Assistant is responsible for a wide variety of administrative functions that contribute to ensuring efficient office operations at all times. In addition, the incumbent will provide general support to other departments within CPABC on an ad-hoc basis.

Key Responsibilities:

Reception Support

- Create a friendly and welcoming environment;
- Answer and direct phone and email inquiries;
- Greet and assist occasional visitors and guests in a professional manner;
- Ensure COVID-19 related safety measures are being followed;
- Assist with employee events such as staff socials, celebrations, and charity fundraisers;

Office Support

- Provide clerical/administrative support to the Corporate Administration team;
- Monitor inventory and manage ordering of office and kitchen supplies;
- Liaise with external vendors, building management, janitorial staff, and security;
- Ensure the provision of small maintenance repairs, such as copier and printer maintenance;
- Manage incoming and outgoing mail, prepare packages for shipment, schedule courier deliveries;
- Maintain office cleanliness and organization;
- Provide in-person and online meeting support:
 - Maintaining complex scheduling of meeting rooms;
 - Monitoring room booking requests;
 - Confirming and preparing room layout, configuration requests and A/V support for scheduled meetings;
 - Completing catering orders in support of scheduled meetings, accurately and completely;
- Other duties and responsibilities as assigned.

Key Requirements:

- Bachelor's Degree or post-secondary qualification in a related discipline, or equivalent experience;
- One (1) to three (3) years of experience in an Office Administration or Administrative Assistant capacity, or similar function;
- Ability to troubleshoot A/V system issues (e.g. Zoom, wireless presentation technology, etc.);
- Familiarity with MS SharePoint or similar document management systems;
- Proven self-starter with a strong inclination to take initiative;
- Excellent interpersonal and communication skills, both verbally and written;
- Ability to work collaboratively as a member of a team and independently with minimal supervision;
- Meticulous attention to detail, refined organizational and time management skills and the ability to multi-task;
- Ability to learn and adapt quickly while facing ever-changing demands;
- Intermediate proficiency with MS Office and Adobe, in particular Word, Excel, Outlook, PowerPoint and Acrobat Professional;



- Proven ability to prioritize competing requirements and deadlines under pressure.

If this job outline describes you, please email your **résumé** and **cover letter** to HRCPABC@bccpa.ca by **Monday, April 12, 2021**.

We thank in advance all candidates who respond; however, only those selected for interviews will be contacted.

Why join our team? CPABC offers an entrepreneurial environment with a competitive compensation package. At CPABC we live our core values:

- *We Are Open*
- *We Work Together*
- *We Communicate*
- *We Improve Every Day*
- *We Are Professional*
- *We Laugh and Celebrate*

About CPABC

The Chartered Professional Accountants of British Columbia (CPABC) is the training, governing, and regulatory body for over 37,000 CPA members and 5,000 CPA students. CPABC carries out its primary mission to protect the public by enforcing the highest professional and ethical standards and contributing to the advancement of public policy. CPAs are recognized internationally for bringing superior financial expertise, strategic thinking, business insight, and leadership to organizations. CPABC was presented with a BC Top Employer award for 2020 and 2021.