

# Job Posting

## **JOB REFERENCE # 22071EV**

**POSITION:** Office Administrator

**LOCATION:** Calgary, AB

**STATUS:** Part-time

## **THE COMPANY:**

Established in 2002, Ecoventure Inc. is a leading environmental consulting company focused on providing Canada's Oil and Gas, commercial and industrial, developers, and government clients with unparalleled service. We pride ourselves on providing common-sense solutions to complex technical problems, from pre-disturbance planning and environmental monitoring to decommissioning, remediation, and reclamation. Ecoventure is committed to safety, professional excellence, technical quality, and client satisfaction in everything we do.

## **POSITION SUMMARY:**

Participate as an Office Administrator in the application of Ecoventure's project delivery system to achieve the following project delivery strategic objectives: health and safety, environmental responsibility; client expectations for quality, schedule, and budget; financial performance for project specific targets; project team and field program expectations; operational performance and business unit expectations; and quality.

The successful candidate will be responsible for providing support in the following area:

### **• Administrative Duties**

- Daily administrative work including answering telephones, taking messages, providing information, accepting messenger and courier deliveries, shipping reports/documents via courier or post office, retrieving, opening, and sorting mail, and responding to routine inquiries.
- Pick up computers, monitors and peripherals and assist with computer setup
- Attending company monthly staff meetings and recording meeting minutes
- Overseeing the booking, maintenance and management of the company fleet and equipment maintenance including return or pickup; tracking vehicle use, taking vehicles or equipment for maintenance or repairs, and internal equipment inventory records.
- Monthly office and seacan inspections
- Preparation of letters and documents, printing, compiling and binding documents and reports as required. Print, send and track Reclamation Application packages
- Compiling pdf documents as needed.
- Maintaining Calgary office filing system for administrative and client files.
- Maintaining and ordering office supply inventory including stationary and coffee supplies; inventory of safety supplies; bottle depot runs, maintaining office equipment
- Code and enter invoices
- Providing administrative support to field staff including booking hotels, coordination of vehicle scheduling and field equipment rental coordination.
- Collecting safety forms, vehicle inspection forms, credit card receipts from staff and processing as required.
- Provide operational support to the Assessment and Remediation, Conservation and Reclamation and Regulatory and Liability groups on an as needed basis based on area of expertise and career goals. Duties to potentially include:
  - Assist with creating, updating, and tracking projects in Ecoventure's web-based project management software system.
  - Receive third party invoices and process according to Ecoventure and client protocols for cost tracking and expense approval as required.
  - File project forms in folders according to QMS requirements.



- Assist with data entry into government online portals (OneStop, ETS).
- General office and kitchen housekeeping
- Support the Corporate Administrator as needed
- Serve as the main contact for communication with the building manager.
- Other ad-hoc assignments as needed.

This position will provide the successful candidate with the opportunity to work with a diverse and experienced team. The individual's strengths, experience, and preferences will be considered and allocated appropriately.

### **Qualifications:**

The successful candidate should possess the following competencies and experience:

- 1+ years professional experience in a relevant position
- A degree or diploma from a recognized post-secondary institution.
- Excellent organization and attention to detail
- Eager to take advantage of learning opportunities
- Working knowledge of Microsoft Word, Excel, Adobe Acrobat, Microsoft Office suite, etc.
- Ability to multi-task while meeting deadlines
- Current and valid driver's licence
- Additional assets might include
  - Experience working in a professional or consulting organization
  - Experience working in the environmental sector
  - Knowledge of the oil and gas industry

### **APPLICATION:**

We value people, ethics, integrity and honesty, professionalism, innovation, quality, technical excellence, teamwork, recognition of individual contributions, sustainability, and a satisfying and fun workplace.

We are committed to employment equality and encourage applications from all qualified career seekers. Interested and qualified applicants should submit a Cover Letter, Resume and References to the contact below. Please ensure all applications are concise and highlight qualifications as related to the responsibilities above. Please quote the job reference number above in all communication.

Thank you very much for your time and consideration in providing your resume to Ecoventure; however, only the prospective candidates will be contacted for an interview.

### **APPLICATION DEADLINE:**

The application deadline for consideration is July 11, 2022

Contact: [wendy.lair@ecoventure.ca](mailto:wendy.lair@ecoventure.ca)



780.432.2490

[www.ecoventure.ca](http://www.ecoventure.ca)