

CAREER OPPORTUNITY

ADMINISTRATIVE ASSISTANT



RAM is a technical consultancy providing Project Management, Construction Management, Engineering and Advisory services across Canada. RAM is searching for a motivated and experienced Administrative Assistant to join its team in Vancouver, BC.

More About This Role

The ideal candidate is eager to lead our RAM processes and improve upon them when needed. We are looking for someone with passion and drive, who can ensure that our high standard of quality is maintained. Your work will be dynamic and has tight deadlines. We are looking for someone who can work individually or with a team and is able to work energetically with RAM's growing team!

The Administrative Assistant will work with other support staff members to accomplish daily responsibilities that will include (but are not limited to):

- Perform administrative responsibilities that may include, greeting clients, processing payments, ordering office supplies, ensuring an excellent client and visitor experience
- Effectively communicate with clients in person, by phone, online and email
- Liaise with internal staff at all levels to resolve administrative inquiries

Our Core Values are:

1. Integrity
2. Innovation
3. Fun
4. Safety
5. Sustainability

- Process electronically uploaded data, enter documents with precision and accuracy and research and resolve discrepancies
- Document Formatting
- Assist in event planning, team building activities, annual organizational strategy logistics, and other major corporate events
- General clerical duties: scanning, photocopying, mailing, filing, faxing, and retrieving documents, referencing materials, and ad-hoc tasks as required.
- Oversee and co-ordinate office administrative procedures
- Establish work priorities and ensure procedures are followed and deadlines are met
- Maintain a neat, tidy and professional office space
- Work schedule is from Monday – Friday; 8am - 5pm

➔ Ideal Candidate Requirements

- Relevant experience (at least 3+ years of work experience) in a similar administrative role
- Proficient with Microsoft Office programs (Word, Skype, Outlook, Excel, PowerPoint and SharePoint); 50+ WPM; IT savvy
- Keen attention to detail and exceptional communication skills when preparing business correspondence (verbal and written)
- Highly organized, strong task prioritization and time management skills
- Pleasant, calm demeanor and customer-service oriented
- Strong work ethic, ability to use tact and good professional judgement
- Able to work individually or with a team, goal-driven and ambitious, and owns one's personal and professional growth
- Creative individual who enjoys solving new problems every day

➔ Why You Should Join RAM

- Tuition Reimbursement and Career Planning
- Extended Health Benefits
- RAM Intramural teams
- Office Social Hours
- Business Casual Environment
- Quarterly Office Events
- Office Potlucks
- Community Involvement Days
- Quarterly Goal Setting
- Annual Performance and Salary Reviews

For three consecutive years, RAM has made *Canadian Business* and *Maclean's* Growth 500 ranking of Canada's Fastest-Growing Companies. Ranking Canada's Fastest-Growing Companies by five-year revenue growth, the Growth 500 profiles the country's most successful growing businesses.

➔ Interested?

We encourage applications from all qualified individuals. If this opportunity sounds like the next step in your professional career, please send your resume in confidence to careers@ramconsulting.com. RAM is committed to employment equity and hires based on merit.

We wish to thank all applicants for their interest and effort in applying for the position; however, only candidates selected for interviews will be contacted.

