

Branch Administrator

Winnipeg, MB

About the Opportunity

Our Winnipeg branch is looking to add an enthusiastic Branch Administrator to help support our growing office. Do you like a variety of tasks throughout your day? Are you able to pivot in the face of changing priorities? If organization is your mainstay, you are energized by working in a collaborative environment, and you have a strong MS Office skill set, let's connect!

More specifically, as a Branch Administrator, some of your key responsibilities will be:

- First impressions – create a welcoming space for clients, guests, and staff, and arrange onboarding for new colleagues.
- Coordinate meetings, events, and staff functions – coordinate and facilitate monthly staff meetings and set up and take down as needed for meetings.
- Communication – share information on a continuous basis regarding upcoming events, action items, meetings, organizational and office updates, and others as needed.
- Office coordination – order and restock general office and field supplies, keep common areas tidy and organized, coordinate outgoing mail and courier services, and general office maintenance and organization.
- Financial coordination – Act as an advocate for financial literacy in the office and lead accounting processes such as, but not limited to, Visa Reconciliation, Bank Deposits, Accounts Payable/ Receivable, Invoice Coding, Monthly Reports, analyzing trends, and support good business acumen.
- Project administration – open projects on our system, edit and review agreements/proposals, and assist in budget tracking, and basic formatting of documents.
- Other administrative and office support tasks as required.

About You

Are you proactive, ~~motivated~~[motivated](#), and eager to learn new things and provide outstanding service to our internal teams and external clients? Our ideal candidate is someone looking to grow with our office, has an Office Administration certificate and a minimum of two years of experience or equivalent education/experience in Business Administration or a related field.

The core skills that will help you succeed here include:

- **High Quality and Detail Oriented** – You take personal pride in delivering outstanding quality work for project leaders and team members.

- **Accountable/Dependable** – You take personal responsibility for the quality and timeliness of work and achieve results. You follow accounting and administrative processes accurately and meet business deadlines.
- **Teamwork** – You promote cooperation and commitment with teams towards common goals, build positive relationships, seek to understand with a curious and caring attitude, and contribute to positive group interactions.
- **Communication** – You convey information clearly and effectively. Including active listening, clear articulation, adaptability to different audiences and situations, and fostering understanding & collaboration.
- **Adaptable/Flexible** – You maintain accuracy, a positive attitude, and an open mind in the event of changes in business needs, conditions, or work responsibilities.
- **Energy/Stress** – You consistently demonstrate an approachable and inviting attitude, handle demanding workloads, competing demands, distractions, and interruptions with professionalism and ease.
- **Critical Thinker** – You analyze information objectively and make informed decisions. You consider diverse perspectives and effectively solve complex problems through logical reasoning.
- **Planning/Organization** – You enjoy nurturing systems that improve the quality of experiences while remaining flexible and understanding of the steps necessary to achieve goals.
- **Financial Literacy** – You have a keen interest in financial literacy and are able to understand, articulate, guide, and empower others with appropriate use of tools and knowledge.
- **Growth Oriented** – You have the desire to expand your responsibilities through a commitment to continuous improvement and learning.

About Us

Urban Systems is an employee-owned interdisciplinary community consulting firm with deep Canadian roots. We are united in our mission to transform communities everywhere into vibrant places where people want to live today, tomorrow, and forever.

At Urban Systems, vibrant communities are everything—including our own work community. Since 1975, we have grown to more than 700 people with 18 offices across Canada. Every day, our purpose-driven team works closely with our clients and their communities to deliver impactful work. We are proud to work with diverse clients, including Indigenous communities, all levels of government, commercial and residential land developers, and the natural resource sector.

We care for our communities and for our people. It's our differences that make us exciting, and our shared belief in Urban Systems that binds us together. We're searching for the creative

and passionate and the curious and courageous to join us in creating meaningful and generational change in communities.

Our Commitment to You

Are you looking for a meaningful challenge and to create impact in your community? Join a tight-knit team of professionals at Urban Systems and be part of our mission to build vibrant communities across Canada. Here's what you can expect as part of our team:

- **Competitive Compensation and Benefits.** You'll receive competitive compensation, extended health, dental, vision care coverage, and more. **This position will have a salary range of \$50,000.00 - \$60,000.00 per year based on a 40-hour work week.** The range is negotiable based on your skillset and experience.
- **Paid Time Off.** We encourage all team members to take time off to recharge and spend time with loved ones. Enjoy 3 weeks of paid vacation to start, in addition to statutory days off throughout the year.
- **Learn and grow.** Your professional growth & development is supported here. You are encouraged to take initiative and shape your career through coaching, in-house learning, technical courses, and more.
- **Work with Inter-Disciplinary Teams.** Amazing things happen when you mix creativity, curiosity, teamwork, and a strong desire to collaborate and innovate. You will be part of diverse, inter-disciplinary teams to deliver important projects for our clients and their communities.
- **Flexible Hours & Work Environment.** You have a life outside of work. We offer flexibility in your work schedule and work environment to help you do your best work and meet your commitments.
- **Saving for the Future.** To help you achieve your long-term retirement goals, we offer a Long-Term Matching Program that matches your contributions to an RRSP or TFSA.
- **Support through Transitions.** You will be supported through life's moments and transitions, big or small, including generous top-up for parental leave.
- **Create Lasting Community Impact.** *98% of Urban Systems employees believe that the work we do is important. Join a team of like-minded leaders and work together to bring impactful community projects to life!*

How to Apply

If this describes your background, skills and attributes, please visit our website for more information and submit your resume and cover letter. If it doesn't describe you exactly, but you feel you are well suited to this opportunity, we encourage you to apply.

Urban Systems is an equal opportunity employer. We strive to create an inclusive culture for all employees. Our clients come from all walks of life, and so do you. We believe that diversity and unity amongst our teams leads to building vibrant communities.

Deadline for applications: **Tuesday, April 16, 2024**, at 11:00 am CDT