



Job Posting

Position: Administrator

Organization: Azimuth Consulting Group Inc.

Location: Vancouver, British Columbia, Canada

Compensation: Salary commensurate with experience

Vacancy Type: Part-Time

Azimuth Consulting Group Inc is seeking an **experienced Administrator** to join our collaborative and team-oriented group of environmental scientists.

We are looking for an individual with at least three to five years of experience as an administrator, preferably in a small company. This new position will involve managing office logistics, assisting with document production, supporting professional staff and acting as a social convenor that can bring people together. Ideal candidates are self-motivated and can work independently, maintain a positive attitude and employ a strong work initiative.

Organizational background

Established in 2001, Azimuth (www.azimuthgroup.ca) is an employee-owned, niche consulting firm that specializes in environmental risk assessment, toxicology, environmental effects monitoring and related regulatory policy. Our projects span a wide range of settings including contaminated sites, mines, ports, and proposed developments.

Our core values include: self-direction, work-life harmony, teamwork, fun and integrity with quality. Azimuth embraces equity and diversity and encourages applications from all qualified candidates, including applicants of all gender identities or expressions, sexual orientations, racial backgrounds, disability statuses, cultures, and religions.

Our team has evolved to the point where we need administrative help, hence this job posting – which is a new role.

Responsibilities and scope of roles

- *Manage office logistics day to day:* feed the fish, organize couriers, coordinate recycling, order supplies and buy office food.
- *Support professional staff:* organize meetings, book travel, mobilize for environmental sampling field programs and take meeting minutes.
- *Assist with document production:* format word documents and tables in excel, compile documents in PDF and file reports and documents electronically.

- *Assist with bookkeeping and accounting tasks:* enter expense entries, track budgets, create utilization reports, prepare WIP summaries and assist with invoicing.
- *Assist with the Occupational Health and Safety program:* organize safety gear, schedule inspections, track staff certifications, organize group training and complete OH&S reporting forms.
- *Plan company social events:* schedule company events, book venues, book caterers and organize equipment.

Essential skills, competencies & qualifications

- 3 – 5 years of experience, ideally in a small consulting company, with a demonstrated commitment / stability in previous roles
- Proficient in Microsoft Office (Word, Excel, Outlook) with strong typing skills
- Understanding of accounting principles and bookkeeping
- Excellent written and oral communication with reliable attention to detail
- Strong organizational and time management skills with an ability to work independently
- Positive contributor to a safe and fun work environment
- A desire and ability to learn
- A social convenor who enjoys bringing people together

Details

This is a part-time position physically based in Vancouver, BC. We are open to various working hours, although require that you are available during the core hours of the day for 2 to 4 days per week. The total weekly commitment will likely be between 15 and 25 hours per week. While some of the work can be done remotely, this is primarily an in-person office role.

Azimuth offers a competitive compensation package commensurate with experience and credentials, including salary, health benefits, flexible work hours, professional development opportunities, financial support for parental leave and health and safety training.

To apply

Please forward your Resumé and Letter of Application as a single PDF to joinus@azimuthgroup.ca. Please include the name of the job position in the email subject line. If we need to make arrangements to accommodate your participation in our recruitment process, please let us know.

We thank all candidates in advance for their application, but only those short-listed for an interview will receive further correspondence. All applications will be kept in confidence.

If you have questions or would like more information, please contact joinus@azimuthgroup.ca
