



Office Administrator

We are seeking a passionate and motivated individual to join our Administration Team in Metrotown, Burnaby.

Our flat management structure emphasises contribution over seniority, meaning that an individual who demonstrates excellence will have the opportunity to take on considerable responsibility. This is a full-time, permanent role with a compensation range of \$40,000 - \$60,000 per year.

Responsibilities:

- Coordinating front desk reception operations and office inventory
- Greeting and communicating with internal and external individuals in a friendly and professional manner
- Proactively scheduling and organising all aspects of internal and external meetings
- Planning and running office and team events, large town hall meetings and training sessions
- Liaising with suppliers, contractors and third parties
- Designing and implementing procedures to improve various processes

Essential Skills & Attributes:

- Demonstrable experience in administration
- Undergraduate degree with a strong academic record
- Ability to anticipate needs and solve problems through an analytic and questioning approach
- Excellent interpersonal skills with a propensity to build strong relationships
- Organised and ability to communicate clearly
- Flexible attitude, adaptable to changing needs and requirements
- Excellent eye for detail and accuracy

Instructions for Application

To apply, please upload your resume and transcripts (all post-secondary; unofficial are accepted) on our website or email vancouver.recruitment@orbis.com.

The Company

Orbis is a global, privately owned investment firm, managing in excess of US\$30 billion of assets, with offices across four continents and over 400 professionals. We have been creating long-term value for our clients since 1990. Our investment philosophy is fundamental, long-term and contrarian, and we are uniquely structured to encourage bold but considered decisions, even in times of stress. As a firm, our business model requires us to deliver meaningful outperformance to our clients.

We believe that to generate better long-term returns than the market, you need to do things differently to others in it.

Do you?

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<https://ubc-csm.symplicity.com/students/app/jobs/detail/3e6e94ede5cad3f4156bb8157d4424a2>