

Senior Administrative Assistant – Terrace BC

Do you enjoy being part of a team and have experience as a senior administrative assistant?

Do you want to work within the environmental services industry sector?

Triton might be just what you're looking for!

THE OPPORTUNITY

Triton Environmental Consultants Ltd. ("Triton") is seeking a highly motivated and enthusiastic **Senior Administrative Assistant** to join a well-established team of environmental professionals in our **Terrace BC** office.

The successful candidate will be responsible for providing reception and administrative support to the office operations & project management teams. The job includes a wide range of clerical activities and office support tasks, while providing professional and timely assistance to the Regional and Operations Managers, Project Managers & Coordinators, and Warehouse Coordinator.

Responsibilities include, but are not limited to the following:

- Answering, directing, and responding to incoming calls, routine inquiries, greeting clients, and providing a friendly, professional, and helpful first impression of the company
- Carrying out day-to-day administrative duties, including filing and photocopying, and processing correspondence, reports, emails, and other documentation
- Editing and formatting technical reports, memos, and other documents
- Budget tracking and invoice reconciliation
- Taking and distributing meeting minutes
- Preparing and maintaining computerized files, mailing lists, databases, and other information
- Coordinating incoming and outgoing mail and deliveries
- Ensuring office supplies are well-stocked, re-ordering or purchasing supplies regularly
- Assisting team members/management with special projects, including conducting research and coordinating reports and documentation
- Coordinating and organizing social events
- Assisting with the onboarding of new staff
- Arranging travel and accommodations for operational staff and management
- Arranging and supporting with office, warehouse, and vehicle maintenance as required
- Data entry

SKILLS AND QUALIFICATIONS

- Grade 12 diploma
- Completion of a one or two-year Administrative program would be an asset
- Minimum of five years providing administrative support
- Experience in a consulting setting would be an asset
- Above average skills with computers and Microsoft Office (Word, Excel, PowerPoint, and Outlook), including document editing and formatting
- Strong organizational skills, and exceptional attention to detail
- Excellent written and oral communication skills
- Ability to work independently, and manage time and workload efficiently to ensure tasks are completed on time
- Detail-oriented, with a high degree of accuracy when working with data
- Valid driver's license from a Canadian province or Territory acceptable for driving alone and with passengers in a work setting

SCHEDULE

This is a full-time, permanent position as an onsite senior administrative assistant in the Terrace office. There will be a requirement to generally work a standard Monday – Friday schedule (8 hrs daily, 40 hrs weekly).

COMPENSATION

The compensation range for this position can be from \$25 dollars per hour - \$31 dollars per hour, dependant on qualifications and experience.

HOW TO APPLY

If this opportunity sounds like you, and you are serious about joining a progressive team of environmental consultants, please apply with a resume and cover letter.

About Triton Environmental Consultants Ltd.:

Triton Environmental Consultants, Ltd. (Triton) is an environmental consulting firm with over 30 years of experience responding to the environmental needs of industry and all levels of government. We have deep roots in our communities, strong relationships with clients and regulators, and a track record of helping projects get built responsibly. Triton is known for being technically strong and pragmatic in its approach and having a safety-focused and people-first culture. Triton's multi-disciplinary team comprises environmental professionals specializing in aquatic and terrestrial biology, soil science, vegetation ecology, environmental assessment, environmental auditing, environmental monitoring/inspection, and resource management. We apply this wide range of expertise in providing practical environmental solutions to our clients. Triton has offices in Vancouver, Vernon, Kamloops, Prince George, Terrace, Kitimat, Prince Rupert, Calgary, Edmonton, Saskatoon, and Regina.

Triton continues to grow, and we are looking for talented professionals to join our team. Triton provides a dynamic and challenging work environment, led by a management team that is committed to the professional and personal development of our staff. As a member of the Triton team, you will find the following benefits:

- Interesting and diverse projects across Canada.
- A collaborative team both within and between our office locations across Canada.
- Paid professional association membership fees, including "in training" designations.
- Annual continuing education/professional development budget.
- Paid vacation and sick time.
- Health and dental care benefits, including vision, complementary care (e.g., chiropractic care, massage therapy, and prescription drug coverage), a health spending account, and an Employee Assistance program.
- Pension matching.
- Unlimited banked time, earned at 1.5x base wage for non management employees.
- Flexible scheduling, consistent with environmental consulting.

If you're looking for an exciting career full of interesting opportunities with a supportive team Triton is looking for you!

Triton is committed to cultivating and promoting an environment that embraces respect, equity, and opportunity for employees, clients, and the communities we belong to.

- Thank you for including Triton Environmental Consultants in your career search. We thank all applicants for their interest, however only those selected for an interview will be contacted.
- Depending on qualifications, the successful candidate may be offered a position at a more appropriate level and/or ladder.
- Applicants must have legal authorization to work in Canada with no restrictions.
- Triton Environmental is committed to provide employment opportunities to all qualified individuals, without regard to race, religion, age, sex, colour, national origin, sexual orientation, gender identity, veteran status, or disability.
- Accommodation for applicants with disabilities is available on request during the recruitment process. Applicants with disabilities can request accessible formats or communication supports by contacting hr@triton-env.com.

Keep in touch! Connect with us on [LinkedIn](#), and follow us on [Facebook](#)