

**Junior Administrative Assistant**

Location: Downtown, Vancouver

Ideal Start Date: March 2018

Impact Recruitment is looking to add a Junior Administrative Assistant to our growing team! Are you looking to join a fast-growing company in an administrative capacity? This is a great opportunity for someone looking for office experience to add to their resume! **Apply now by sending your resume and cover letter to: [akumarapillai@impactrecruitment.ca](mailto:akumarapillai@impactrecruitment.ca).**

**ABOUT IMPACT**

With offices in Downtown Vancouver, just steps away from Waterfront station, Impact Recruitment is one of the largest multi-disciplinary recruitment firms in Western Canada. We offer over 75 recruitment verticals, and recruit for over 225 unique roles at levels that range from junior level positions to retained executive search. Our consultative approach and focus on quality has enabled Impact Recruitment to become one of Canada's fastest growing companies in 2016 & 2017 (Profit Magazine).

**WHAT YOU'LL DO**

Reporting to the Director of Administration, you will be responsible for:

*Administrative Support:*

- Document control
- Filing and data entry
- Proof-reading documents and creating templates
- Assisting the Office Administrator on various projects
- Researching for special projects
- Generating and maintaining training and company materials
- Organizing company databases

*Recruitment Support:*

- Data mining and database administration
- Completing reference checks
- Background checks and education verifications
- Scheduling recruitment follow-up calls

*Executive Assistance:*

- Provide support to management and executives within the organization
- Manage calendars, organize meetings and assist with executive scheduling
- Other executive assistance duties as assigned

**ABOUT YOU**

As an entry-level position, this is an excellent opportunity to learn new skills and gain valuable knowledge and applicable experience. You are self-motivated, self-managed and comfortable in fast-paced and sometimes unpredictable environment. You are a team-player and friendly, possess strong oral and written communication and carry yourself with a professional demeanor. You are incredibly organized and is willing to learn and grow with the rest of the executive administrative team!

- A post-secondary education is required.
- Some experience in a professional office-setting and/or in the customer service industry would be a considerable asset.
- Prior experience with various computer software systems, including Microsoft Office Suite, is considered an asset.
- Has obtained a valid drivers license.

### **WHAT YOU'LL GAIN**

In addition to the competitive base salary offered depending on experience, other benefits include:

- Bonuses based on performance
- A comprehensive medical and dental benefits package
- Provided with training and development opportunities
- A fun place to work: from karaoke nights to go-karting to holiday parties to fun fitness classes, the company ensures that Impact Recruitment is always going to be a fun place to work.

### **APPLY NOW**

If this was the next step in your career you were looking for, we want to hear from you. Send your resume and cover letter to Andrea at [akumarapillai@impactrecruitment.ca](mailto:akumarapillai@impactrecruitment.ca)

Privacy and confidentiality are important to us, as such all applications are kept strictly confidential and we will not share your information with anyone without your prior approval. While we will only be considering qualified applicants for this particular role, if you are interested in pursuing an alternate career path, we would certainly be happy to speak with you about your career goals and some of the other companies that we work with that can help you achieve those goals.