



Office Administrator

The Fraser Institute has a full-time opening for an Office Administrator in our Vancouver office, located in the heart of Kitsilano. This position is ideal for a highly organized, hands-on, administrative professional who enjoys assisting others and has a positive can-do attitude. This position is a hybrid position, which does require being in the office 2 to 3 days per week.

Here's what you'll do:

- You will provide administrative support to the Executive team and HR department.
- You will assist with on-site meetings, including setting-up meeting rooms, preparing meeting materials, arranging catering services, etc.
- You will be responsible for coordinating all incoming and outgoing mail/courier packages and maintaining and ordering office supplies across all FI offices (Vancouver, Calgary, Toronto and Halifax), which includes liaising with the team on needs, placing orders, maintaining inventory and negotiating rates.
- You will assist with internal staff events such as office lunches, staff planning sessions and our holiday party. This will include assisting with staff travel from satellite offices, which includes booking their travel, hotel accommodations, and setting up work stations for satellite office team members.
- You will be responsible for maintaining the common areas of the office (kitchen, mailroom, meeting rooms, foyer) and assist with trouble-shooting of day-to-day building issues (elevator access, floor closures, equipment maintenance).
- You will prepare and submit expense reports reconciling credit card receipts/statements.
- You will provide back-up support for other administrative roles across the Institute, including HR support, processing donations and ticket sales when required.
- Other responsibilities assigned by the Director, Human Resources.
- **Please note that this position requires being in the Fraser Institute office 2-3 times per week.**

About you:

- You have a minimum of 1-2 years' experience in a similar role.
- You have a professional, positive demeanor with excellent communication and customer service skills.
- You have a can-do attitude, anticipate needs and take action and you are willing to roll up your sleeves and lend a hand whenever colleagues need you.
- You have the ability to maintain professionalism and confidentiality when dealing with sensitive information.
- You're an ambitious go-getter with strong organizational skills and attention to detail, with a demonstrated ability to work independently, manage multiple projects, prioritize, work to deadlines, and you are excited to learn and grow with our organization.

What we offer:

- Opportunity to work alongside a great team of professionals.
- Great hybrid work culture in an active learning environment.
- Training and career development opportunities.
- An attractive compensation package which includes extended health and dental benefits, a fitness benefit, potential bonus and a great RRSP plan.

How to apply:

Please email your resumé and cover letter (**including salary expectations**) to the Coordinator, Human Resources at: careers@fraserinstitute.org with the subject line "Office Administrator"

The Fraser Institute is committed to an inclusive, barrier-free work environment and encourages applications from all qualified individuals. Workplace accommodations are available should you be contacted regarding this opportunity. Please advise Human Resources of any requirements at that time.

Application Deadline: Wednesday, November 30, 2022

Please note, we will be reviewing applicants as they are received and interviews may take place prior to the closing date. While we thank all candidates who wish to apply, only those selected for an interview will be contacted.