



Beyond, Every Day.

August 6, 2019

Receptionist and Office Coordinator – Executive Office Full-time Term/Acting Assignment (to July 2020)

YVR is made up of a team of diverse people who are working collaboratively to reach our goal of 29 million passengers by 2020! Safety is at the core of everything we do; we're innovative, fun, and we invest in our people. We're a BC Top Employer for 13 years standing, with high engagement scores, an abundance of learning and development opportunities, and a holistic approach to wellness! And we're looking for someone to join our team.

As one of Canada's Best Diversity Employers, Vancouver Airport Authority strives for a workplace that reflects the diversity of the communities we serve. We support the Employment Equity Act and take measures to ensure fair employment practices and treatment of employees across our organization. We welcome applications from all qualified candidates, including women, Aboriginal peoples, persons with disabilities and members of visible minorities. We encourage applicants to self-identify with a designated group(s) to support our team in filling gaps in areas where we can be more diverse. We are also happy to provide reasonable accommodations throughout the selection process and while working at YVR. If you require support applying online because you are a person with a disability, please contact us at 604-303-3152 or careers@yvr.ca. Check out the reasons that make us a Top Employer at:

<https://content.eluta.ca/top-employer-vancouver-airport>.

We have a full-time, acting assignment/term opportunity (to July 2020) for a Receptionist and Office Coordinator at the Aylmer Road Complex (ARC) building. Reporting to the Executive Assistant to the President and CEO, the successful candidate will be responsible for the smooth operations and appearance of reception and general office functionality. The standard schedule for this position is 7:30 am – 3:30 pm Monday to Friday.

Key responsibilities include:

- Present professional and welcoming first contact to guests, tenants, vendors and staff
- Receive and dispatch couriers, distribute mail as required, maintain courier log
- Provide office coordination support to the ARC team when required; including assistance with office moves/relocation
- Receive Facility Alteration Permit documents and tender documents, ensure deadlines are met and receipt times appropriately marked on packages
- Maintain parking pass, visitors log and block pass databases as well as maintain the ARC Master Staff Directory
- Provide assistance with the Fleet Bike program
- Handle Common-use Vehicle Program with responsibility for key safekeeping
- Provide assistance with typing, data entry, document distribution and any other clerical support to ARC team
- Provide assistance with booking meeting rooms and coordinate catering as required
- Ensure office equipment is well maintained, report any problems and follow-up on repairs



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- Draft office protocol when necessary
- Ensure office common areas are maintained for appearance and functionality, particularly meeting rooms/lunchroom and coordinate monthly lunchroom fridge cleaning
- Order stationery, beverages and maintain inventory as required

Key qualifications include:

- At least two years' post-secondary education or completion of a college certificate or diploma, preferably in an administrative field; or an equivalent combination of training and experience
- Recent, related administrative experience
- Excellent written and verbal communication skills
- Intermediate computer skills in MS Word, Excel and Outlook
- Strong organizational skills in order to multitask and work under pressure
- Solid people skills with the ability to work within a team

Reference no.: 19-62

Application deadline: August 16, 2019

To apply: Visit <http://www.yvr.ca> > Careers > Current Opportunities