



Office Coordinator – Vancouver

This year, Odlum Brown celebrates its 98th anniversary as an independent, employee-owned, full-service investment firm. We are honoured to be recognized as one of Canada's Best Managed Companies for 22 consecutive years and as one of Canada's Most Admired™ Corporate Cultures.

CULTURE AND VALUES

We are very proud of the vibrant culture that we have built and sustained for many years. It's the way we do things, how we make decisions and what defines which behaviours work and don't work – it's what makes up our DNA.

Our values are the cornerstone of our culture, a set of principles that provide a compass for our actions and unify us as a team.

PEOPLE

We have skiers, mountain bikers, hockey players, runners, volleyball players, movie buffs, bookworms, animal lovers, musicians, yogis, world travelers and every other variety of person you can imagine. You will work with really interesting people and make great friends, too.

COMMUNITY

We are serious about supporting the communities where we live and work. In 2020, Odlum Brown was the recipient of the Canada's Volunteer Award in the Business Leader category for British Columbia and the North. This national recognition by the Canadian government is the result of our team members' actions and continued support for various causes and organizations in our communities. We are committed in heart and mind to everything we do in the community, and we work hard to inspire passion and fun while doing it.

PROFESSIONAL DEVELOPMENT

Continuous learning matters. We are committed to providing career-long support for learning and growth.

THE OPPORTUNITY

We currently have an opportunity for an Office Coordinator to join our award-winning firm in our Vancouver office.

This role reports to the Facilities Operations Manager. You will play an integral role in the day-to-day operations of our premises. The ideal candidate is a go-getter that takes initiative and is driven to provide exceptional client service. You will ensure our office space is correctly set up, prepared and maintained based on daily business needs and requests, including, but not limited to, workstations, meeting rooms and kitchen areas.

RESPONSIBILITIES

- Prepare workstations for new hires and support existing team member workstation moves
- Configure meeting room layouts and audiovisual equipment in accordance with the meeting organizer's requirements
- Monitor and maintain kitchen areas and supplies and place inventory orders
- Process catering orders and assist with meeting setup and cleanup
- Create and update facilities-related documents on the firm's intranet



- Participate in the Health and Safety Committee and provide Occupational First Aid
- Liaise with team members and vendors in building maintenance and access requests
- Support the Facilities Operations Manager in fixed asset inventory management, administrative duties, facilities initiatives and projects

KNOWLEDGE AND EXPERIENCE

- 1-2 years of previous office coordinator experience and/or customer service
- Proficiency with MS Office and SharePoint
- Goal oriented self-starter who will get the job done effectively and efficiently
- Highly motivated and flexible individual who can work independently, as well as in a team
- Strong work ethic, ensures project completion, follow through and follow up
- Excellent written and verbal communication skills
- Physically capable to move tables, chairs and other equipment
- Level II First Aid an asset, or willing to complete the course

Our team is growing and we've got room for one more if you're interested. If this sounds like the environment you'd like to work in and you have the credentials and experience for this job, we invite you to submit a cover letter and resume to hr@odlumbrown.com by **December 15, 2021**.

Candidates must be legally eligible to work in Canada. Full disclosure of any restrictions must be disclosed at the time of expressing interest and supporting evidence provided prior to any potential offer of employment.

As part of fulfilling our responsibility to ensure a healthy and safe workplace, and in alignment with public health measures, Odlum Brown has a mandatory vaccination policy for all team members working on site at any Odlum Brown office. Our firm requires all team members to be fully vaccinated against COVID-19 to work on premise.

We appreciate your interest and thank you for taking the time to consider this opportunity. We will be in touch with individuals whose profiles most closely match what's needed to be successful in this role.