POSITION DESCRIPTION

POSITION TITLE: Administrative Assistant, Infrastructure & Sustainability

POSITION CATEGORY: Infrastructure & Sustainability

SCHEDULE TYPE: Full-time

POSITION LOCATION: On-site

Prince Rupert, BC V8J 1A2, CAN

POSITION SUMMARY

Reporting to the Vice President, Infrastructure & Sustainability, the Administrative Assistant provides day-to-day administrative and organizational support to the Infrastructure and Sustainability department. Working collaboratively, the administrative assistant plays an important role in supporting departmental operations through office and supply coordination, meeting and event support, expense administration, records management, document preparation, and routine data entry.

POSITION ACCOUNTABILITIES

- Prepare, format, distribute, and maintain routine documents, correspondence, presentations, meeting materials, and meeting notes.
- Collaborate with administrative staff across departments to provide support during periods of increased workload.
- Proactively identify opportunities to support the team and ensure administrative activities are completed in a timely manner.
- Review and qualify vessels for the Green Wave Program, including distributing applications and assessing eligibility.
- Support the Port Emissions Inventory by coordinating questionnaires, conducting preliminary data reviews, and preparing graphs and reports.
- Manage office, kitchen, and team supply inventories, including purchasing, ordering, tracking deliveries, and maintaining procurement records.
- Coordinate meetings and events by arranging logistics, preparing rooms, organizing catering, creating presentation materials, taking meeting notes, and supporting post-event cleanup and room resets.
- Assist with planning and executing meetings for the Port Environmental Stewardship Committee and other working groups.
- Prepare, submit, track, and maintain records related to employee expense claims and supporting documentation.
- Maintain electronic and physical filing systems, including creating, organizing, uploading, archiving, retrieving, and managing departmental records and documentation.
- Complete data entry and maintain information in departmental systems, databases, spreadsheets, trackers, dashboards, budgets, expenditure records, and the CMMS, ensuring completeness and accuracy.
- Support program data analysis, reporting, and dashboard development, including monthly, quarterly, board, and other departmental reporting requirements.
- Follow up on routine administrative matters with internal departments, vendors, and service providers

as required.
- Assist with special projects, field support activities, and other duties assigned.

WORKING CONDITIONS

- Works predominately in an office environment
- Regular, full-time position (37.5 hours per week). Regular working hours are Mondays to Fridays, 8:00 AM to 4:30 PM with 1 hour lunch break (unpaid)

JOB SPECIFICATIONS

Formal Education

- Post-secondary education in office administration, business administration, or related field.

Related Experience

- 1-3 years' experience in administrative, office, customer service, or related experience role.

Other Requirements

- Organized and detail-oriented, with strong time-management skills to prioritize, manage, and complete routine tasks accurately.
- Strong customer service and interpersonal skills.
- Excellent verbal and written communication skills.
- Strong organizational skills with the ability to manage multiple priorities and meet deadlines.
- Proficient in Microsoft 365 applications, including Outlook, Word, Excel, PowerPoint, and Teams.
- Willingness to learn departmental systems, including computer maintenance management systems (CMMS), procurement, financial, and tracking systems.
- Strong relationship-building skills and the ability to work effectively with team members and employees at all levels.
- Ability to manage confidential and sensitive information with discretion and integrity.
- Adaptable and growth-minded, with a desire to learn and build new skills and capabilities.
- Able to obtain security clearance under Transport Canada's Security Clearance Program.
- Possess valid Class 5 Driver's License.

The base salary range for this role is $66,072-$82,588. This position is eligible for a performance-based variable incentive targeted at 10% of the base salary.

Equity, Diversity, Inclusion and Belonging are at the heart of PRPA's culture and play a vital role in our growth strategy. We are committed to ensuring that everyone feels a sense of belonging and can contribute to their maximum potential. Our differences are the reason great things happen here. If you are an applicant in need of accommodation or special assistance throughout the interview process, please submit a request by email to careers@rupertport.com.

Individuals of Indigenous descent are strongly encouraged to apply.

Interested applicants please submit your resume to: careers@rupertport.com