

**Office Administrator – Part-Time  
York, England**

As an Office Administrator, you will support the York team in day to day project and company administration activities. This role will provide you with opportunities to advance your administrative support skills while assisting project teams working on a variety of engineering and environmental projects. This role is part-time (20 hours per week Monday to Friday) with the potential to become full-time.

**This role will give you the opportunity to:**

- Provide administrative support to the Manager and team
- Assemble reports, proposals, statements of qualifications and other documents for submission to clients as well as assist with marketing activities
- Assist with accounts payable requirements for projects and assist with expense tracking and reconciliation
- Coordinate meetings, travel arrangements and site access requirements for project teams
- Address client requests for specific project requirements
- Participate in set up for new team members and close out activities for exiting employees
- Maintain equipment tracking logs and coordinate maintenance for equipment as required
- Set up and maintain digital and hard copy project filing systems, engage in data entry and maintain client database systems
- Utilize your strong writing and formatting skills preparing and editing various documentation such as proposals, reports, letters, memos and other project correspondences
- Provide support for mail and courier activities, meeting room set up, and ordering and receiving office supplies
- Support the timely and accurate completion of weekly timesheets for the group
- Work in a collaborative multidisciplinary team environment that fosters career development

**If you have 3 to 5 years of office/project administration experience in an engineering consulting or similar environment and/or post-secondary education or an Administrative Diploma we want to hear from you!**

**We value your:**

- Exceptional organizational and time management abilities
- Ability to multi-task and work in an environment with tight deadlines
- Strong verbal and written communication skills
- Self-starter, accountable, committed, and dependable
- Flexibility and ability to take on and complete various tasks
- Exceptional team spirit, interpersonal skills and your ability to build long-term, successful relationships with project teams and other members of the administrative support team
- Takes initiative and displays a strong drive for achievement
- Above average skills in Microsoft Office Products including Word, Excel, Outlook and PowerPoint. Experience with SharePoint and Microsoft Access would be an asset.

**About Us:**

Klohn Crippen Berger (KCB) is a multi-disciplinary consulting firm providing engineering and environmental services in the mining, hydropower, transportation, water resources, and municipal sectors. We offer a full range of services from our offices in Canada, Australia, USA, South America, and the UK.

Klohn Crippen Berger is a platinum member of Canada's Best Managed Companies. We are committed to employment equity and encourage applications from all qualified career seekers. We offer competitive salaries commensurate with experience and an attractive flexible benefits package designed to suit your individual needs.

***Are you up to the challenge?***

If this sounds like the perfect opportunity for you, simply apply on-line with your résumé and covering letter quoting the job reference number **1656-A21**.

We thank all candidates for applying, however only short-listed candidates will be contacted.