

POSITION

Executive Assistant - Abbotsford

WHO WE ARE

Keystone has a well-established reputation for providing a client-focused approach. For over 35 years, we have shaped spaces that balance innovation and practicality, turning projects into developments of lasting value. Our people are at the core of who we are and our success, and we're dedicated to fostering an environment where creativity, collaboration, and growth thrive. With a diverse portfolio and a supportive team structure, we provide unique opportunities for our employees to gain hands-on experience across various project types, phases, and locations, working with diverse client groups.

THE POSITION

We are excited to offer an opportunity for a proactive and detail-oriented Executive Assistant to join our team. In this role, you'll support our principals, management team and administrative leaders, contributing to smooth office operations and helping the team work efficiently. This is an ideal position for an organized individual looking to make a meaningful impact in a dynamic and collaborative environment.

As an Executive Assistant at Keystone, you will play a key role in supporting our Principals and senior team members with a wide range of tasks to ensure smooth office operations. Key responsibilities include managing the Keystone Principals' calendars and coordinating their daily schedules, preparing necessary documents for meetings, and overseeing boardroom bookings and organization. You'll handle office correspondence, manage supplies, and maintain an organized workspace. In addition, you'll assist with special projects, support meeting coordination by preparing documents and distributing action items, and maintain confidential information with utmost discretion.

You'll also contribute to our office culture by coordinating team-building activities and supporting the Director of Administration with operation tasks for both offices. This role includes budget tracking, assisting with credit card reconciliations, and providing administrative support to our senior leadership team. Your proactive and organized approach will be essential in helping Keystone run smoothly and efficiently.

This role offers a unique opportunity to work closely with a team that values expertise, teamwork, and a client-focused approach. Join us in an environment where your skills and attention to detail will be valued and where you'll play an essential part in our continued success.

QUALIFICATIONS

- » 5+ years of experience in an Administrative Role - Executive Assistant Experience is preferred.
- » Strong working knowledge of Microsoft Word, Excel, and Outlook
- » Completion of an Applied Business Certificate and/or equivalent education and/or equivalent work experience in a professional atmosphere

SKILLS

- » Proficient with MS Office Suite and basic office equipment.
- » Excellent organizational and multitasking skills, with the ability to prioritize tasks and meet deadlines
- » Strong written and verbal communication skills
- » Strong attention to detail and ability to maintain accuracy in all tasks
- » A positive attitude, strong work ethic, willingness to learn, and open to collaboration
- » Sense of humour and ability to have fun!

KEYSTONE ARCHITECTURE & PLANNING LTD.

ERIC POXLEITNER **ARCHITECT AIBC AAA MRAIC LEED® AP BD+C SR. PRINCIPAL**
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WHAT WE OFFER

We have a highly team-oriented, positive and collaborative work environment and we generously reward the success that we achieve together as a team. Our total compensation package includes (but is not limited to) the following:

- » **Competitive salary and performance-based bonuses**
- » **Employees share in the profits through a performance metrics-based bonus system**
- » **Benefits plan including dental, extended medical (with generous paramedical practitioners coverage), vision, life and disability insurance**
- » **Higher than standard vacation allowances and allotments**
- » **Continuing education allowance**
- » **Opportunities for professional development and career growth**
- » **Regular events and team building activities**
- » **Work/life balance**
- » **Friendly and collaborative work environment**

The successful candidate will be offered a competitive compensation package that will vary depending on experience and qualifications. The expected salary range for this position is \$52,000 - \$66,500 per year (based on an hourly equivalent).

HOW TO APPLY

Qualified candidates interested in this exciting career opportunity should send their cover letter and resume to careers@keystonearch.ca.

For further information on our firm and projects, please visit our website at keystonearch.ca or visit our [LinkedIn page](#).

If you're looking for more than just a job, join us at Keystone Architecture to be part of an innovative team where you'll have the opportunity to grow your career!

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