

# POSITION

## Project Administration Assistant - Abbotsford, BC

### WHO WE ARE

Keystone has a well-established reputation for providing a client-focused approach. For over 35 years, we have been cultivating a successful design process that combines innovative design with practical solutions, and transforms projects into developments of lasting value.

Our People are absolutely foundational to our success and who we are. We believe in fostering an atmosphere of creativity, teamwork, and success through a collaborative approach where each team member will contribute. Because of our diverse portfolio, company structure, and philosophy, we provide our employees with exciting opportunities to gain valuable knowledge and experience by working on a variety of project types, phases, locations, and with different client groups.

Keystone highly encourages and invests in career development opportunities, as well as growth and advancement within the workplace. We value a work-hard, play-hard culture, fostering collaboration and camaraderie both in the workplace and beyond.

### THE POSITION

We are looking for a highly organized and detail-oriented Project Administration Assistant to join our Team! The position is located at our **Abbotsford, BC** office. This part-time position, transitioning to full-time, offers an exciting opportunity to grow within our firm. In this role, you will support our project planning team with scheduling, coordination, and documentation. You will also provide support to our finance team for project-related tasks, such as timesheet review & approval, client invoice distribution, client payment receipts, coordinating responses to client queries, and developing project reporting. If you thrive in a dynamic open office environment, have strong communication skills, and enjoy working collaboratively, we'd love to hear from you!

#### QUALIFICATIONS

- » Degree, diploma or certificate in Business Administration and/or Accounting, or a related field.
- » 1+ years of experience working in an architectural, engineering, or related design firm is highly preferred.

#### SKILLS

- » Strong attention to detail, organization, and time management
- » The ability to work well within a team setting and collaborate on project delivery
- » Excellent communication and ability to coordinate across multiple teams.
- » Adaptability to new software and workflows (experience with Ajera is a bonus)
- » Ability to manage multiple projects in a fast-paced environment
- » Problem solving capabilities
- » An eagerness to learn
- » A sense of humour and ability to have fun!

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#### KEYSTONE ARCHITECTURE AND PLANNING LTD.

Eric Poxleitner Architect AIBC AAA SAA MRAIC LEED® AP BD+C Sr. Principal

Steven Bartok Architect AIBC AAA MRAIC Principal | Lukas Wykpis Architectural Technologist AIBC Principal

Keesa Hutchinson Architect AAA AIBC SAA FRAIC Principal | Andressa Linhares Architect AIBC MRAIC RID IDIBC MBA Principal

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## WHAT WE OFFER

People are our greatest asset, and we continuously seek out and hire the most talented individuals in the architecture industry.

Keystone highly encourages and invests in career development opportunities, as well as growth and advancement within the workplace. We also believe that hardworking employees deserve to have fun both while at work and outside of work as a team.

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 base compensation**
- » **Employees share in the profits through a performance metrics-based bonus system**
- » **Benefits plan including dental, vision, extended medical (with generous paramedical practitioners coverage), life and disability insurance**
- » **Individually customizable work schedule**
- » **Higher than standard vacation allowances and allotments**
- » **Continuing education allowance**
- » **Regular events and team building activities**
- » **Work/life balance**

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 \$26 - \$32/hour.

## HOW TO APPLY

Qualified candidates interested in this exciting career opportunity should send their cover letter and resume to [careers@keystonearch.ca](mailto:careers@keystonearch.ca).

For further information on our firm and projects, please visit our website at [keystonearch.ca](http://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 collaborate on memorable projects!

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