

 **POSITION****Administrative Assistant - Abbotsford**

This individual will act as the first point of contact for clients and will also play a key multi-faceted supportive role in our firm assisting on a variety of office and business functions.

WHO WE ARE

Keystone has a well-established reputation of a client-focused approach. For over 30 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 together - through a collaborative approach, each member of our team has the opportunity to contribute. Because of our diverse portfolio, company structure, and philosophy, we give our employees the exciting opportunity to gain knowledge and experience in their careers.

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

QUALIFICATIONS

- » Completion of an Applied Business Technologies Certificate or equivalent education and/or equivalent work experience in a professional atmosphere
- » Minimum 2 years post graduate experience
- » Hold a Class 7 or Class 5 Driver's License and own a vehicle
- » Experience in an office administrative capacity/ environment

SKILLS

- » Proficient with MS Office Suite
- » Effective time management and organizational skills
- » Collaborative and flexible team player
- » Solution driven with proactive problem-solving skills
- » Ability to implement and maintain administrative systems keeping them technically current and adept
- » Personable, friendly demeanor with strong communication
- » Eagerness to learn and gain experience
- » General understanding of the Architectural industry would be an asset
- » Sense of humour and ability to have fun!

KEYSTONE ARCHITECTURE & PLANNING LTD.

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

HOW TO APPLY

Qualified candidates interested in this opportunity should send their resume with a cover letter to:

careers@keystonearch.ca (Subject line to read: your name, position applying for and office location)

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

If you're looking for more than just a job, then come join us at Keystone Architecture and be a part of something greater!

KEYSTONE ARCHITECTURE & PLANNING LTD.

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