

# POSITION

## Administrative Coordinator - 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, coordinating multiple 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 while working on a variety of project types & locations, with a variety of client groups, and throughout the project phases.

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

### QUALIFICATIONS

- » Completion of an Applied Business Technologies Certificate and/or equivalent education and/or equivalent work experience in a professional atmosphere
- » Minimum 4 years post graduate experience
- » Hold a Class 7 or Class 5 Driver's License and own a vehicle

### SKILLS

- » Proficient with MS Office Suite
- » Experience with Adobe InDesign would be an asset
- » Experience in preparing proposals
- » General understanding of Contracts would be beneficial
- » Effective time management and organizational skills
- » Collaborative and flexible team player
- » Solution driven with proactive problem-solving skills
- » General understanding of the Architectural industry, including systems, phases, etc. would be an asset
- » Ability to implement and maintain administrative systems keeping them technically current and adept
- » Eagerness to learn and gain experience
- » 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**
- » **Employees share in the profits through a performance metrics-based bonus system**
- » **Benefits plan including dental, 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.

## HOW TO APPLY

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

[mail@keystonearch.ca](mailto:mail@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](http://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.

ERIC POXLEITNER **Architect AIBC AAA MRAIC LEED® AP BD+C SR. ARCHITECT PRINCIPAL** | RON MARTENS **FOUNDING PRINCIPAL**  
STEVEN BARTOK **Architect AIBC AAA MRAIC PRINCIPAL** | LUKAS WYKPIS **Architectural Technologist AIBC PRINCIPAL**  
ABBOTSFORD BC | 300 – 33131 SOUTH FRASER WAY ABBOTSFORD V2S 2B1 | PHONE 604 850 0577  
CALGARY AB | 210 – 2120 4TH STREET SW CALGARY T2S 1W7 | PHONE 587 391 4768  
FAX 1 855 398 4578 | MAIL@KEYSTONEARCH.CA | WWW.KEYSTONEARCH.CA