

Position: EHS Administrator - Full-Time

Closing Date: May 15, 2024

Compensation: \$25/hour to \$30/hour depending on education and experience, plus benefits

Hours of Work: 8:30 AM to 5:00 PM – Monday to Friday (In Office)

Office Location: 305-3999 Henning Dr., Burnaby, BC

Position Description:

Arcose Consulting Ltd. (Arcose) is seeking an EHS Administrator. We are looking for a hardworking and ambitious professional to perform administrative tasks in support of our EHS Consultants.

The successful candidate will be responsible for a number of tasks including, but not limited to:

- Formal document review and digital assembly (reports, proposals, emails, etc.)
- Data entry
- Accounts payable (paying supplier bills)
- Accounts receivable (receiving payments)
- Invoicing
- Ordering supplies
- Shipping and receiving
- PO tracking
- Office management – snacks, milk, coffee
- Event planning, monthly office lunch booking/catering
- General support of the EHS Consultants

The expectation is that competent, courteous, professional service will be provided to clients and colleagues.

The successful candidate for this position will receive a competitive salary as well as a comprehensive benefits package including: medical, dental, long-term disability coverage, and employer-matched (up to 5%) group RRSP contributions.

Arcose is open to a job share for this position but applicants must present their co-worker (including resume) along with their application. Both co-workers will be expected to combine for a full 40-hour work week.

Minimum Requirements:

- Proficient with Microsoft Office applications, particularly Word, Excel and Outlook as well as Microsoft 365 and Sharepoint
- Proficient in use of Quickbooks Online bookkeeping software, an asset
- Must have at least a diploma from recognized education provider. A 4-year degree or higher is preferred
- English proficiency of IELTS level 8 in listening, speaking, reading and writing OR successful completion of at least 1 university level English course at a recognized Canadian institution
- Very strong verbal and written communication
- Ability to work independently
- Ability to communicate clearly and politely with clients and suppliers
- Must be able to pass criminal records checks in compliance with company policy, client specifications and regulatory requirements

About Arcose:

Arcose is a growing environmental health and safety consulting company based in Metro Vancouver. It has strong connections to the health and safety community and is building on its reputation as it works to establish itself as a premier health and safety consultancy. We pride ourselves on working with our clients to develop and provide solutions that meet their expectations.

To ensure the highest quality product, all final reports are reviewed and approved by qualified professionals. Our focus on providing a quality product helps to distinguish us from our competition.

Applications: Please forward all applications to resume@arcose.com. Please reference the position title in the subject line.