

**We are currently seeking an enthusiastic and driven team player to join our Operations team in Vancouver as an **Administrative Assistant****

**In this role, YOU will be responsible for**

1. Provides administrative support to the Operations Manager and department members, ensuring the needs of the customers are fully met and in a way to support achievement of organizational goals.
2. Prepares and maintains documents, reports and other correspondence materials for the Operations team.
3. Reviews, evaluates and distributes incoming and outgoing mail for the department.
4. Closely liaises with Operations and other internal customers as necessary to ensure effective and timely delivery of services.
5. Proactively identifies and recommends opportunities to improve the delivery of administrative support services to the team.
6. Owns shared responsibility to create and maintain a safe, healthy workplace culture and a work environment in which all individuals are treated with respect and dignity, and where workplace violence, harassment and bullying are not tolerated from any person in the workplace by acting in compliance with applicable legislation and company safe work procedures and practices, as required by applicable company policies.
7. Maintains knowledge current and provides input on issues or concerns as they relate to the position.
8. Performs other administrative duties as assigned.

## **YOU possess**

- Secondary education or equivalent, with a certificate or diploma in business administration or related field, or an equivalent combination of education, training and experience.
- A minimum of 3-5 years of direct work experience in an administrative support capacity, preferably within an operations environment.
- Good geographical knowledge of Vancouver
- Good administrative skills with knowledge of office procedures.
- Excellent analytical and problem solving skills.
- Effective planning, prioritization, organization, multi-tasking and time management skills to meet deadlines and changing priorities.
- Excellent communication and interpersonal skills with the ability to interact in a professional and effective manner with internal and external customers, and employees at all levels of the organization.
- Energetic, self-motivated and results-focused.
- Proven team player who is both nimble and flexible
- Proficient with position related software and databases: Workforce, Location Charting with the facility for learning other custom programs.
- Proficient with MS Office - Word, Excel, PowerPoint, Outlook

Candidates are invited to submit their resume to Human Resources  
by fax at (416) 255-5714 or by e-mail at: [jobs@outfrontmedia.ca](mailto:jobs@outfrontmedia.ca) by Wednesday, November 27<sup>th</sup>, 2019.

Only candidates under consideration will be contacted.

*'OUTFRONT Media Canada LP is an equal opportunity employer and is committed to providing an inclusive, barrier-free recruitment and selection process and work environment. If you are contacted for a job opportunity, please advise Human Resources if you require an accommodation to participate in our recruitment process, we will work with you to meet your needs.'*