

# JOB POSTING

**Date:** August 11, 2022

**Competition:** #22-71A

---

## APPLICATIONS ARE INVITED FOR THE FOLLOWING FULL-TIME REGULAR POSITION

<b>Position:</b>	<b>Administrative Assistant</b>
<b>Division:</b>	<b>Facilities</b>
<b>Location:</b>	<b>New Westminster Campus</b>
<b>Reporting To:</b>	<b>Manager, Ancillary Services</b>

---

### **Justice Institute of British Columbia:**

Justice Institute of British Columbia (JIBC) is Canada's leading public safety educator with a mission to develop dynamic justice and public safety professionals through its exceptional applied education, training and research. JIBC offers internationally recognized education that leads to certificates, diplomas, bachelor's degrees and graduate certificates; exceptional continuing education for work and career-related learning and development; and customized contract training to government agencies and private organizations worldwide. Each year, over 36,000 students study at one of JIBC's six campuses in B.C., through online education, and at locations in more than 150 BC communities, as well as sites across Canada and around the world. Our education contributes to safer communities and a more just society by providing professionals with the knowledge, skills and abilities to excel at every stage of their careers and make a difference every day.

### **Summary:**

The position provides a wide variety of administrative support services to the Facilities Division including operating the Facilities Service Desk, the central point of contact for reporting facilities-related service requests.

### **Primary Responsibilities:**

#### **Facilities Operations Support**

- Respond to service requests via email, telephone, and in-person in support of the operation of the Facilities Service Desk;
- Prioritize and issue work orders to Facilities staff and contractors as required;
- Monitor daily security reports and follow-up on incidents reported by staff, students, and visitors as required;
- Review and maintain reports from service providers received by the Facilities Service Desk;
- Arrange access to instructional space for completion of maintenance activities;
- Contact service providers to arrange for services as necessary;
- Maintain computerized maintenance management system (CMMS), and assigns incoming work orders and creates reports as necessary;
- Signs-in contractors and issues access cards/keys as required;
- Coordinate issuance of work permits, and other related documentation to Facilities staff and contractors as required;
- Maintain safety training and orientation records for Facilities staff and contractors; and
- Maintain vendor, contractor, and WorkSafeBC insurance documentation.

### **Facilities Administrative Support**

- Assist in preparation of Requests for Information (RFI), Requests for Quotations (RFQ) and Request for Proposal (RFP) for the supply of goods and services as required;
- Contact vendors to arrange for supply of goods and materials as necessary;
- Create purchase orders in the CMMS;
- Review invoices for accuracy and apply appropriate coding for payment authorization;
- Maintain files related to procurement and project approval and tracks expenditures;
- Reconcile Facilities visa statements;
- Reconcile, forecast, and assist with development of Facilities operating budgets;
- Prepare accruals for financial month-end;
- Assist with coordinating facility use by external renters;
- Prepare requests for invoicing;
- Assist with collating information and entering data for report preparation;
- Maintain Facilities Intranet site and prepares requests for updates for website;
- Purchase and maintain office supplies inventory;
- Assist in Central Stores and with Mail Services as needed; and
- Perform other duties as assigned.

### **Security Operations Support**

- Assist in programming and monitors existing site(s) access control systems;
- Issue security access cards, HID Printer proximity fobs, door keys;
- Assist in programming and issuance of access cards for student housing; and
- Maintain master key log and related security files.

### **Qualifications & Requirements:**

- Secondary School graduation, three years of related office experiences, or an acceptable equivalent combination of education, training, and experience;
- Advanced computer skills in the use of MS Word, Excel, Access, and Visio software;
- Ability to learn new software; knowledge of Azzier (CMMS), Unit 4, Saflock and Aurora software is an asset;
- Ability to handle a high volume of work independently with a high level of accuracy;
- Excellent customer service skills with the ability to communicate effectively;
- Excellent organization and effective problem-solving skills;
- The ability to coordinate multiple projects and to write clear, accurate and concise reports, correspondence, and recommendations; and
- Ability to develop and maintain effective working relationships in a team environment and with a wide variety of internal and external contacts is essential.

**Additional Information:** This position will not be eligible for a modified work schedule. Hours of work are 9am – 5pm. (1 hour lunch and two 15 minutes breaks).

---

**Salary Range:** \$44,026 to \$47,069 annually (BCGEU Salary Grid 9) based on a 35 hour work week

**Posting Date:** August 11, 2022

**Closing Date:** August 18, 2022

Please submit a resume/CV, cover letter and copies of academic credentials, quoting Competition #22-71A via email to [hr@jibc.ca](mailto:hr@jibc.ca).

Please feel free to contact Rob Fahrion ([rfahrion@jibc.ca](mailto:rfahrion@jibc.ca)) for more information about this position.

Justice Institute of British Columbia is an equal opportunity employer and is interested in broadening the diversity of its staff. We encourage applications from visible minorities, Indigenous people, and persons with disabilities.

