



Project Administrator – Part Time

We need help

Compass is a group of a dozen or so high-achieving, somewhat-geeky and mostly-friendly consultant types who hang out together in a cool Yaletown office. We spend our time up to our eyeballs doing our thing (a kind of environmental consulting). Things are really busy around here and we never seem to have enough time for admin...

Generally we're looking for...

We need an Administrative Super Hero...an alien akin to Clark Kent who comes from a planet where their genetic code is actually the dewy decimal system, who can organize a project with one hand tied behind their back and can stop a speeding deadline with their powers of effective planning.

Someone who will embrace their inner geek and apply their systems mind to the daunting task of streamlining how we do what we do. Someone who likes to feel like the glue that holds a team together, loves living in the details and is happiest knowing that their administrative super-powers have helped a project be successful.

We're offering...

We're willing to pay a competitive rate that reflects qualifications and experience. We have a benefits package with this position that we can discuss further at interview.

Perhaps more importantly for some, we understand that our ideal candidate may not be able to work typical office hours. Though we do want someone to be in the office most of the time, we're flexible on days of week and hours of day. And there may be opportunities for some tasks to be undertaken remotely. We're also pretty flexible on days off.

This position is initially envisioned as part time starting at between 20 to 24 hours per week. Over time we can see this position growing to full time depending on the interest and availability of the successful candidate.

OK, to the more formal stuff:

Job Description

The Project Administrator is responsible for supporting the administration and execution of individual projects, while ensuring consistency of administrative processes and procedures across the organisation as a whole. The successful applicant must also demonstrate excellent project management skills and writing abilities (and previous editing experience would be a major bonus).



Job Responsibilities

- Managing document storage and naming conventions process
- Providing support on proposals and reports
- Managing the set-up and close-out of projects
- Supporting Project Managers and Office Manager with Billing/invoicing, timesheets and month end close out
- Supporting Office Manager with organisational process refinement and/or development
- Supporting Office Manager with accounts receivable and payable management
- Soliciting client feedback
- Soliciting Project Summaries from Project Managers
- Regular CV updates for the whole team
- Regular practice area summaries and project example updates
- Regular Overall Compass profile updates
- Providing direct admin support for select Compass projects as needed

Next Steps...

If you are interested in applying for this position, which we hope to have filled for an April 2, 2012 start, please send your resume and a cover letter by March 3, 2012 to:

Rachel Flood
rflood@compassrm.com
Compass Resource Management
Suite 200, 1260 Hamilton Street
Vancouver, BC
www.compassrm.com

Please Note

We are also circulating a posting for a Part-Time Office Manager- Maternity Leave position. The posting can be found on our website <http://www.compassrm.com/news/news22.php>. If you are interested in applying for both roles as one full time position we encourage you to do so.

At the end of the 1yr Maternity leave for the Office Manager position the successful candidate for a combined Office Manager and Project Administrator could transition into a part-time or potentially full-time Project Administration position.