

Position Identification			
Position Title	Administrative Assistant, Asset Management		
Position Replaces	New		
Position Level	Employee	Position Code	2006
Pay Group	Group 7	Date (last revised)	New
Supervisor Title	Director, Project Delivery	Sup. Position Code	1239
Additional Requirement	CRC	N/A	
Division	Asset Management	Flexible Work Arrangement	Flexible Work

Organizational Description

BC Transit is a provincial crown corporation responsible for the overall planning and delivery for all of the different municipal transportation systems within British Columbia, outside Greater Vancouver.

Our Mission: Delivering transportation services you can rely on

Department Summary

The Project Delivery Department of the Asset Management Division is responsible to plan and deliver capital projects that introduce new or upgrade existing infrastructure and fleet assets of the organisation. Project management resources are allocated to teams that provide centres of expertise for various asset classes. The team responsible for Low Carbon and On-Street Infrastructure constructs low carbon fleet energy distribution and dispensing infrastructure at existing facilities or on-route, and constructs transit exchanges and on-street transit priority infrastructure such as transit priority lanes and intersection features on roadway controlled by local governments.

Job Overview

Reporting to the Director, Project Delivery the Administrative Assistant will play a crucial role in facilitating the smooth operation of capital projects within the Asset Management Division. The position will provide comprehensive administrative support for efficient delivery of infrastructure, fleet, and real estate projects.

Key Accountabilities and Expectations

Key Accountability	Expectation
Administration	• Coordinate and manage calendars, appointments, and meetings for the Director(s). • Arrange travel accommodations and logistics for project team members. • Prepare and distribute project-related documentation, reports, and presentations. • Maintain accurate records, databases, and filing systems for project documentation. • Assist in the coordination of project meetings, workshops, and site visits as needed. • Assist in the preparation of expense reports, and invoicing. • Organize and maintain project files, contracts, permits, and other documentation in accordance with company policies and procedures. • Support special projects, research assignments, and ad-hoc tasks as required. • Contribute to process improvement initiatives aimed at enhancing efficiency and effectiveness within the Asset Management Division.
Collaboration	• Collaborate with the Asset Management Executive Assistant and Divisional Coordinator on cross-functional projects and initiatives to support the overall objectives of the Division. • Facilitate communication between project team members, ensuring timely dissemination of information and updates. • Serve as the primary point of contact for internal and external stakeholders on behalf of the Director(s).
Additional Duties	• Performs related duties in keeping with the purpose and accountabilities of the job

Summary of Qualifications and Job Specific Competencies

Education	• Grade 12 Diploma or equivalent • Post Secondary Diploma or Certificate in Office Administration considered an asset.
Experience	• Three (3) years related experience in administration. • Preference may be given to candidates who have experience supporting construction, infrastructure and/or real estate sectors. • An equivalent combination of education and experience may be considered
Key job-specific competencies	• Proven experience in administrative support roles, preferably in the construction, real estate, or infrastructure sectors. • Strong organizational skills with the ability to multitask and prioritize competing demands effectively. • Excellent written, communication and interpersonal skills, with the ability to interact professionally with stakeholders at all levels. • Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, SharePoint) • Detail-oriented with a high level of accuracy in data entry and documentation management. • Ability to work independently with minimal supervision and as part of a collaborative team environment.