

Office Administrator / HR Administrator

ABOUT US:

Quester Tangent has had the privilege of being at the forefront of the train technology industry for over 30 years. Based on Canada's beautiful Pacific Coast, our talented team takes pride in helping to make smarter and more connected trains through every stage of the lifecycle - from design to ongoing support. Our leading-edge solutions help enhance public transit systems across North America, making travel safer, more efficient, and comfortable for everyone.

When you join Quester Tangent you will be joining a closely-knit team that is passionate about the work we do and the positive impact it has on transit systems. Working on large, multi-year projects allows you to see the long-term difference you are making. If you would love to contribute to meaningful change in the world's transit networks, Quester Tangent would love for you to join our team.

THE ROLE:

The part-time Office Administrator will play a crucial role in ensuring the smooth and efficient functioning of our office environment. Reporting to the HR Manager, this position involves managing day-to-day office operations, including coordinating meetings, managing office supplies, assisting with HR-related tasks, and maintaining the office kitchen areas. Our ideal candidate will thrive in a dynamic, fast-paced role that requires problem-solving, multitasking, and a commitment to fostering a positive office culture.

COMPENSATION:

The salary range for this role is \$50,000 - \$60,000, though actual compensation may vary based on factors such as experience and qualifications.

HOURS OF WORK:

The position is permanent, part-time, with a commitment of 30 hours per week, 6 hours a day, Monday to Friday. There is flexibility to amend the hours of work depending on operational needs.

KEY RESPONSIBILITIES:

Office Administration

- Maintain office supplies inventory and order materials (paper, pens, printer ink, etc.), and business cards for management and client-facing roles.
- Book venues for meetings, events, and conferences, and organize catering for visiting clients.
- Support social events by scheduling, organizing, and assisting with set-up/take-down, including meeting notes.
- Handle phone calls, emails, and inquiries, maintaining a positive, helpful relationship with clients and visitors.
- Ensure office filing systems are organized, secure, and up to date.
- Maintain and ensure functionality of office equipment (printers, copiers, etc.).

- Manage and assign parking spots for employees and visitors and create/distribute building access passes.
- Ensure all office signage is current and visible, in compliance with company marketing standards.
- Assist in preparing reports, presentations, and documents as needed.
- Collect and distribute incoming and outgoing mail.
- Coordinate with vendors for office maintenance and repairs, including cleaning and IT support.

Building Maintenance

- Maintain the office kitchen, restocking supplies (e.g., milk, coffee, snacks), and ensure the fridge is regularly cleaned out.
- Schedule and monitor building cleaning with third-party services.
- Coordinate office-related maintenance issues with site support (e.g., repairs, technical problems).
- Manage office parking, including calling tow trucks for non-company vehicles in designated spots.
- Ensure office restrooms are stocked with necessary supplies.

Human Resources

- Send welcome emails to new hires with essential information for their first day.
- Coordinate with IT to ensure new hires have necessary access, equipment, and login credentials.
- Set up new hire desks with required equipment and supplies (e.g., computer, pens, paper).
- Provide an office tour, introducing new hires to key staff and departments.
- Ensure new hires are fully set-up and have organized workspaces, and coordinate office moves as needed.
- Assist with employee training by tracking progress and sending reminders for course completion.
- Perform other duties as assigned.

QUALIFICATIONS, SKILLS AND ABILITIES:

- High school diploma required, associate's degree or higher in Business Administration, Human Resources, or a related field preferred. Equivalent combination of education and experience will be considered.
- 2-3 years of experience in office administration, HR support, or a similar role.
- Proficient in office software (e.g., Microsoft Office Suite, SharePoint, HRIS Systems).
- Strong multitasking, prioritization, and time management skills.
- Ability to handle administrative tasks with attention to detail, ensuring smooth office operations.
- Excellent written and verbal communication skills, with the ability to interact professionally at all levels.
- Proactive, solutions-oriented with a strong ability to resolve issues as they arise.
- Keen attention to detail, ensuring accuracy in managing supplies, records, and documentation.

- Comfortable working in a fast-paced, dynamic environment with shifting priorities and deadlines.

WHY JOIN QUESTER TANGENT?

- **Expertise and Innovation:** At Quester Tangent, your ideas shape our future. Our creative community tackles challenges together, celebrating each step forward.
- **Impactful Work:** As a passionate team, we're devoted to improving public transit and making a real difference in communities worldwide.
- **Growth and Development:** We invest in your development through mentorship and opportunities, helping you build expertise and advance your career.
- **Work-Life Balance:** We value your time outside of work and encourage you to disconnect and recharge after hours.
- **Inclusive Culture:** Your unique perspective makes us better. Here, differences are celebrated, and every voice shapes our success.
- **Perks and Benefits:** From quarterly "me days" to engaging company events, our strong compensation package supports your well-being.

Quester Tangent Corporation is an equal opportunity employer and encourages applicants from diverse backgrounds, including women, Indigenous peoples, persons with disabilities, and members of visible minorities. We are committed to providing accommodation throughout all stages of the recruitment process in accordance with the British Columbia Employment Standards Act (ESA). If you require accommodation during the hiring process, please inform the Human Resources representative. All information regarding accommodation requests will be handled with the utmost confidentiality.