

Office Administrator

Company Overview

[STR-SpeechTech Ltd. \(STR\)](#) is a leading developer and supplier of mission-critical voice and text generation systems for the air traffic management industry. Located in Victoria, British Columbia, STR has been committed to delivering high-quality speech and signal processing products to customers worldwide for over 30 years.

The Role

We are looking for a professional and highly organized Office Administrator to join our team. As a technology company operating in a fast-paced, ever-evolving environment, we need someone who is adaptable, resourceful, and able to manage shifting priorities with confidence and calm. This role touches all areas of the organization from leadership support to project coordination, making it a great fit for someone who is naturally curious, thrives on variety and enjoys being at the center of it all.

Reporting directly to the CEO (or their delegate), the Office Administrator is responsible for managing daily office operations and providing proactive administrative support to both management and our internal and external delivery teams.

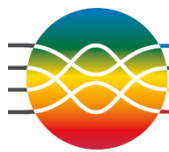
As the Office Administrator, you will serve as the central hub of our office, ensuring day-to-day operations run smoothly, coordinating with internal team members and representing STR with professionalism in all interactions.

We're looking for someone who is self-motivated, detail-oriented, and thrives in a collaborative team environment. Strong interpersonal and communication skills are essential.

Key Responsibilities

Office Management & Administrative Support

- Serve as the first point of contact for phone, email, and in-person visitors, ensuring a professional and welcoming experience.
- Oversee daily office operations, including ordering kitchen & office supplies and maintaining a clean, organized work environment for all staff and visitors.
- Schedule and monitor cleaning and office-related maintenance activities, as required.
- Coordinate travel arrangements, accommodation, and meeting logistics for staff and visitors.
- Provide administrative support to the CEO, including scheduling meetings, managing correspondence and assisting with special projects.
- Provide administrative assistance to other teams as needed, based on direction from the CEO.



Project Operations & Team Support

- Prepare, maintain and organize records for product and documentation shipments to international customers.
- Coordinate shipping and customs clearance documentation for the import/export of goods.
- Manage the shipping and receiving of internal equipment and customer project hardware, including coordinating couriers, tracking shipments, and ensuring proper documentation.
- Support internal communication and assist in coordinating team events or meetings.
- Organize and prepare for customer visits, including occasional off-site errands.
- Assist with the preparation, formatting, and organization of documents and reports.

Bookkeeping Support

- Perform administrative tasks to support bookkeeping activities, including organizing receipts, preparing expense forms, tracking timesheets, and maintaining filing systems.
- Ensure all required information is organized and accessible to support accurate recordkeeping and financial processes.

Requirements

Education

- Diploma or degree in business administration or a related field.

Experience & Technical Skills

- 2+ years of experience in office administration, or a similar role.
- Strong computer skills with proficiency in Microsoft Office, particularly Word, Excel, and Outlook; familiarity with PowerPoint and Teams is an asset.
- Experience using Google Workspace tools (e.g., Gmail, Google Calendar, Docs, Sheets, Drive) for communication, scheduling, and collaboration.
- Experience with Sage 50 or general familiarity with bookkeeping principles is considered an asset.
- Experience with international shipping (FedEx, freight forwarding, etc.) is considered an asset.
- Excellent organizational and time management skills with a proven ability to work independently.
- A willingness to learn new systems and software tools.
- Excellent interpersonal skills with the ability to work with employees, clients and contractors of all levels.
- Valid Class 5 driver's license and clean driver's abstract.
- Ability to physically manage equipment and supplies, e.g. lift upwards of 25 pounds.
- Pro-active, solutions-oriented with a strong ability to resolve issues as they arise.
- Familiarity with document formatting and light technical documentation support.

Additional Information

Compensation: The salary range for this role is \$52,000 - \$58,000, though actual compensation may vary based on factors such as experience and qualifications.



STR-SpeechTech Ltd.

Quality that speaks for itself

Work Schedule: The position is a permanent, full-time position, in the office, with a commitment of 40 hours per week, 8 hours a day, Monday to Friday.

Benefits: Comprehensive coverage including, paid vacation, sick time as well as Health, dental, AD&D and Life Insurance after completion of the applicable waiting period.

We are committed to providing accommodations throughout the hiring process, in accordance with the British Columbia Employment Standards Act (ESA). If you require any support or adjustments during the recruitment process, please contact us. All requests will be treated with care and confidentiality.

Please send your resume and cover letter to: careers@tallsky.ca.