

BRANDLIVE

Administrative Assistant/Receptionist

Vancouver, BC

BRANDLIVE creates and produces exceptional events designed to connect people with brands + ideas through authentic and unforgettable live experiences. Our people are our greatest asset and the key to our success. We provide a vibrant environment of creativity and passion for them to perform at their best and realize their potential. And have fun while doing it.

We are looking for a highly organized Administrative Assistant/Receptionist to support the day-to-day operations of the business. You are highly organized, accurate, detail focused, able to manage competing priorities and understand the intricacies of a project-based work environment. Reporting to the Director of Operations, you will support the smooth day-to-day operations of a busy project based work environment.

Specific Responsibilities:

- Ensure smooth day-to-day administrative operations, including scheduling of meeting rooms, conference calls and company travel.
- First point of contact for our company including answering telephone and email inquiries, and managing couriers and deliveries in a friendly and courteous way.
- Overseeing office vendors including internet and phone service, printers, cleaners, stationary/office supplies and general maintenance
- Provide general administrative and clerical support for staff
- Maintain office supplies inventory and ordering
- Maintain clean working space and manage kitchen food supply and maintenance
- Ensure weekly order of craft service, and manage office catering needs
- Basic bookkeeping duties including data entry, filing and invoice tracking

Knowledge, Skills & Abilities:

- Advanced proficiency in MS Office Programs, in particular Excel and Google Drive
- Attention to detail with a high level of accuracy, and organization.
- Able to successfully manage priorities in a fast-paced environment.
- Excellent verbal, written and group communication skills.
- Superior follow-through capabilities and ability to work under pressure to meet deadlines.
- Minimum 2 years relevant experience in project based work environment.

To apply please send following items to: HR@brandlivegroup.com

- Cover Letter
- Resume

Application Deadline August 4, 2017