



Position: Business Administrator

Gwaii Engineering is an Indigenous-owned Civil and Environmental Engineering Firm based in Victoria, BC. Our tight-knit team provides civil and environmental engineering services to a broad client base on Vancouver Island and across BC, with a special focus on First Nations communities. We are looking for experienced & talented individuals - but moreover, we're looking for people who have a passion for making a difference! At Gwaii, we pride ourselves on a progressive and open work culture, as well as a commitment to the communities we serve and the communities we live in. We want to find driven team-players that will uphold our values - and have a good time while doing it! We are looking to fill a co-op student position for the Summer Term (May - August 2025).

The position will offer a diversity of tasks including administrative, bookkeeping and project support. This position is perfect for any student looking to gain experience in supporting and managing a fast paced business environment, alongside a team of administrators.

Responsibilities:

- Supporting the organization of office-wide activities (e.g. meetings, social events).
- Ordering and maintaining office supplies and equipment.
- Attending meetings and recording meeting minutes.
- Organizing catering for meetings and setting up the boardroom.
- Distribute and prepare incoming and outgoing mail.
- Supporting the coordination of office deliveries, shipping, maintenance, IT schedules and repairs.
- Scanning and sending invoices with correct coding.
- Coordinating accounts receivable payments.
- Supporting the preparation of proposals.

Who we're looking for:

- Second year or above.
- Effective written and verbal communication skills.
- Excellent customer service, interpersonal and teamwork skills.
- A "self-starter" work ethic.
- Able to carry a high workload while remaining organized and on-task.
- Ability to lift 10-25lbs of office supplies.
- Preference will be placed on applicants Identifying as Indigenous (First Nations, Inuit, or Métis)

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| Gwaii Engineering Ltd. | 623 Discovery St, Victoria, BC V8T 5G4 | www.gwaiieng.com |
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Co-op Student Job Descriptions
Date: February 18th, 2025



Salary:

Wage will be a variable range between \$21 - \$25 per hour depending on student experience.

Posting End Date:

Friday, March 14th 2025

How to Apply:

Please send your resume and cover letter to Gladia Joy, gjoy@gwaieng.com with the subject line "Summer Co-op Position: Business Administrator"

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