



McGILL & ASSOCIATES ENGINEERING LTD.  
Consulting Engineers

4610 Elizabeth Street, Port Alberni, BC V9Y 6L7 Phone 250-724-3400

Job Title: Temporary Office Administrator  
Location: Port Alberni, BC  
Starting Date: As Soon As Possible  
Status: Full-Time – Monday to Friday 8:00am – 5:00pm  
Wage: \$18-\$22 – Negotiable Based on Experience and Qualifications

Contact:  
McGill Engineering Ltd.  
Chelsea Spencer  
Email: office@mcgilleng.com

About McGill Engineering:

We provide a diverse range of engineering services specializing in cost effective, practical solutions and a commitment to quality service. A full range of municipal services is provided together with structural and civil design. Utilizing state-of-the-art computer design, drafting and field equipment, we are committed to providing quality performance. Please visit our website at [www.mcgilleng.com](http://www.mcgilleng.com).

Job Description:

McGill Engineering is seeking a one year temporary office administrator to join our team of professionals. We are looking for an experienced and/or qualified, hard-working, energetic, reliable candidate who can provide full support to the company in completing a wide variety of tasks.

Responsibilities:

- Efficiently and professionally respond to all incoming communications including in person, email, and telephone
- Set up of company projects
- Collecting and depositing payments, as well as paying invoices and bills
- Preparation of company invoices
- Preparation of documents and reports
- Handling client requests for printing of drawings/plans
- Conducting other relevant duties supporting the company/office
- Purchasing office supplies
- Maintaining cleanliness throughout the office

Qualifications:

- Understanding and navigating Microsoft Office, Word and Excel programs
- English communication skills both verbal and written, with a range of staff and clients
- Organizational skills
- A positive attitude with an aptitude for learning and growth

COVID-19 Considerations:

- The front desk is in an open room located directly through the front doors with proper precautionary signage that allows clients and staff to proceed with caution
- You may only have to share a desk/computer with the other administrator assistant from time to time
- All staff members have their own individual offices
- Washroom use is for staff and clients only
- Kitchenette on site
- Cleaning supplies is readily available

How to Apply:

If interested in applying for this position, please email your resume and cover letter to [office@mcgilleng.com](mailto:office@mcgilleng.com) or drop it off in person to our office located at 4610 Elizabeth St.

Application Deadline: Ongoing until position is filled