



Next Environmental Inc.

OFFICE ADMINISTRATOR

Next Environmental Inc. is a modern, progressive and fast-paced consulting firm that is upping the ante in the contaminated sites industry. Developers, Lenders, Real Estate Agents & Brokers, is who we work with on a daily basis. We are a locally owned and Vancouver based contaminated site specialist who is committed to excellence – for our staff, clients, and business partners and pride ourselves on our high energy, exciting and professional workplace.

What We Are Looking For...

Ideal candidates will be personable and professional, suited to a sales oriented business environment. They will have a passion for helping others with a positive 'can-do' attitude and are friendly, upbeat, well presented and have a keen eye for detail.

What This Role Will Entail...

The Office Administrator will assist our Office Manager with general office administration and reception duties including;

- Ensuring that all initial calls from new and established clients are dealt with in an efficient and timely manner in order for the business to keep on rolling in
- Maintaining a robust network of sources of referral and clients for the company's services
- Creating the recommendations and contracts with a keen eye for attention to detail
- Being the go-to-person for organizing and rolling out the Annual Client Appreciation Event, Golf Tournaments and Client Appreciation Dinners
- Organizing, preparing and conducting presentations for clients
- Following up on existing preliminary/active and recently completed projects

What You Will Need To Be Equipped With To Succeed...

- Post-Secondary Diploma or Degree in Business Administration, Business Management, Commerce or related field or equivalent work experience is preferred.
- Progressive administrative experience is an asset, preferably in a professional office environment including consulting, legal, sales, accounting, engineering or environmental.
- Proficiency in MS-Office Suite 2013;
- Knowledge and experience of sales process an asset.
- Must own vehicle

Want to see what the culture is like here? Take a look at our Twitter page @NEXTEnviroBC, LinkedIn page <https://www.linkedin.com/company/next-environmental-inc/> or Facebook page <https://www.facebook.com/nextenvironmentalinc/>.

If you are interested in this opportunity send your resume to Michelle Sayers at msayers@nextenvironmental.com.