

The Terminal City Club, Vancouver's Premier Private Members Club. As a Platinum Club of the World' and one of Boardroom Magazine's 'Distinguished Clubs' with 'Iconic' status, we create a welcoming atmosphere for our members and guests with the opportunity to forge new business connections, host clients, entertain friends, keep fit and relax.

## ABOUT THE POSITION

As the Full-Time Maintenance Administrative Assistant reporting to the Director of Engineering, you play a key part in keeping the Maintenance department organized, informed, and running efficiently. Your attention to detail and strong administration abilities, combined with a can-do attitude and relationship building skills will be key as you regularly interact with external vendors, contractors, and our TCC team.

## JOB RESPONSIBILITIES

- Act as the central point of coordination for the Maintenance department, ensuring requests, follow-ups, access coordination and scheduling of maintenance activities are actioned
- Source parts, products, quotes, etc. through online distributors
- Complete all administrative tasks (purchase orders, receiving shipments, day to day correspondence, invoice/file management, calendar bookings, etc.)
- Diarize all job site activities for on-going follow-up purposes
- Draft and distribute internal communications related to maintenance work, service disruptions, and project updates
- Help identify opportunities to improve administrative processes, documentation, and tracking systems, standardized templates and procedures for common Engineering department tasks
- Maintain strong working relationships with vendors, suppliers, contractors, and strata representatives
- Participate as a member of the TCC Joint Health & Safety Committee
- Other ad hoc duties, as required to support the smooth operations of the department

## REQUIRED SKILLS AND EXPERIENCE

- Experience supporting a technical, facilities, or operations-based team
- Strong document management and record-keeping skills
- Ability to interpret information from multiple sources and flag issues proactively
- Demonstrated experience in a fast-paced administration role
- Knowledge of building maintenance an asset
- Proficient with Excel and other MS Office programs (Outlook, Word)
- Detail oriented, highly organized and a keen sense of urgency
- Able to multi-task efficiently and calmly in an environment with changing priorities
- Work to tight deadlines and potentially high-pressure situations should equipment fail
- Excellent interpersonal and communication skills
- Exceptional phone etiquette

## WHAT'S IN IT FOR YOU?

Our team of service professionals take care of our members and in turn, we take care of our team. We offer extended benefits & pension, staff events, development opportunities, hot meals daily, easy access to transit and more! As a Maintenance Administrative Assistant, you'll enjoy a competitive salary of \$60,000-\$65,000, depending on skills and experience. If this sounds like a team you would like to be a part of, this opportunity may be for you.

## HOW TO APPLY

If this sounds like you, please submit your resume with attention to:

Newton Rajapakse, Director of Engineering at [hr@tcclub.com](mailto:hr@tcclub.com).

*We thank all applicants for their interest; those being considered will be contacted.*

