



boabc

Promoting Building Safety and Professionalism



About Us

The Building Officials Association with a membership approaching 1200, has been serving British Columbia since 1954. The BOABC primarily represents local government building officials and other individuals involved in building design, construction, testing and research.

The term building official is often used for a professional providing building and plumbing plan review, field monitoring, or inspections for any type of building construction. The building officials ensure the construction meets the minimum acceptable building regulations established by the provincial government.

The province of BC delegated the building official licensing authority to BOABC. The Association provides membership services to its members which includes quality education and training, ongoing professional development, examination, testing and certification. The Association generally hosts two conferences a year. The Association also provides administration services to the Alliance of Canadian Building Officials Association, the national association.

Administrative Assistant Job Description:

The BOABC is seeking a self-motivated professional to join our dynamic team as an Administrative Assistant. This position is a permanent full-time position.

In this busy role you will utilize your considerable knowledge of office practices and procedures to provide administrative support in the head office. Tasks include: preparing written correspondence and reports; creating and maintaining a variety of records, forms, tables, spreadsheets and manuals, processing various applications and documents.

You will be responsible for confidential and time sensitive material. You should possess the ability to effectively communicate via phone and email ensuring that all Administrative Assistant duties are completed accurately and delivered with a high quality and in a timely manner. You will rely on experience and judgment to plan and accomplish goals with a wide degree of creativity and latitude.

Requirements:

- Grade 12 plus post-secondary courses in bookkeeping and computer software (word processing and spreadsheet applications), college degree is preferred
- Intermediate to advanced MS Office skills including Excel, Outlook, Word and PowerPoint.
- Strong written and verbal communication skills in English.
- Must be a team player and flexible.
- Must have excellent time management and problem-solving skills.
- Minimum of 1-3 years in a relevant administrative role.



Building Officials' Association of BC - Head Office
Suite 145-10451 Shellbridge Way, Richmond, BC V6X2W8
Ph | 604-270-9516 | Fax | 604-270-9488

www.boabc.org



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This is a permanent full-time position with an annual salary ranging from \$42,500 to \$44,500, accompanied with comprehensive health benefits, Public Service Pension Plan and competitive annual vacation.

To apply, please send your resume to jobposting@boabc.org by June 12, 2020



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