

Office Services Coordinator (Vancouver, BC)

About Us

Recognized as a leader in innovative energy solutions, Creative Energy designs, builds, owns, and operates sustainable district energy systems across North America. Our team has a client-focused, community-vested approach to projects that deliver outstanding quality and service while providing tangible value for continued growth.

In addition to owning and operating one of Canada's largest thermal networks in downtown Vancouver, Canada, we provide value to developers, landowners, end-users and the broader community through flexible thermal neighborhood energy systems. Our projects focus on innovation, resiliency, and sustainability, and span across a broad spectrum of technologies including geo-exchange, ocean exchange, cogeneration, microgrids, solar PVs, and sewer heat recovery.

Serving customers for over 55 years with a reliability rate of 99.99%, we're developing more than a dozen new low-carbon district energy systems across North America, including the revitalization and decarbonization of our downtown Vancouver steam plant which will be one of North America's largest thermal fuel-switch projects and provide downtown Vancouver with renewable energy infrastructure for decades to come.

The Opportunity:

Reporting to the Vice President, Human Resources, you will be responsible for the professional administration of all aspects of a busy office and will maintain an organized, efficient, safe and healthy office environment for the team. You will be a brand ambassador, ensuring a welcoming environment for all. You will provide outstanding customer service at reception, as well as for the executive team and provide remote support for our Toronto and Seattle locations. You will facilitate new employee onboarding and off-boarding and coordinate corporate orientation. You will support the recruitment process and administer employee benefits and employee self-service accounts.

Qualifications and Experience:

- Completion of a diploma in business administration or a related field.
- 4+ years of experience in an office environment. Experience in the use of Human Resource Information Systems (HRIS), recruitment and benefits administration will be considered an asset.

Specialized Skills and Knowledge:

- Ability to work independently and as a member of a team.
- Excellent organizational skills and demonstrated flexibility coping effectively with changing priorities in a fast-paced, results-oriented work environment.
- Excellent verbal and written communication skills, demonstrating impeccable judgement, tact and discretion and the ability to handle sensitive information and maintain confidentiality.
- Superior interpersonal skills with the ability to interact with internal and external stakeholders and build relationships of trust; committed to providing outstanding customer service.

- Proactive self-starter, with the ability to take initiative.
- Ability to work with a high level of accuracy and attention to detail.
- Excellent computer skills, with intermediate proficiency in Microsoft Office and an emphasis on Word, Excel, PowerPoint, and Outlook.

What We Offer

- Competitive starting salary - \$62,000 - \$77,000 - placement on the range is dependent on your applicable experience, qualifications, skills, and knowledge.
- Performance based bonus.
- Comprehensive benefits package, including employer match group RRSP plan.

Interested?

This is an exciting opportunity with a growing firm and innovative leader in District Energy Systems and decarbonization. Please send your application to careers@creative.energy.

We thank all applicants for their interest; however, we will only be contacting selected candidates for follow-up.