

FaulknerBrowns

We are looking for an Administrative Assistant to join our growing team in Downtown Vancouver immediately.

FaulknerBrowns is an architectural practice with studios in the UK, Canada, Ireland and the Middle East. We are creative specialists and typological innovators, with a long-established reputation for forward-thinking buildings and masterplans around the world. Since 1962, our projects have earned critical acclaim for exemplary design, community impact, sustainability and functional efficiency.

Key responsibilities:

- Assist with project administration tasks.
- Support the preparation of proposals and communications materials.
- Content creation and promotion media support (desired skills).
- Organize and maintain material samples library.
- Manage calendars, coordinate meetings, organize travel arrangements, and provide comprehensive office related administrative support.
- Accept and organize courier packages and deliveries.
- Assist with organizing team-building activities, lunch-and-learns, and office social events.
- Order office supplies and weekly groceries.
- Support office tidiness and general workspace upkeep.
- Answer phones and building buzzer, greet visitors, prepare beverages for guests.
- Other administrative duties as required by Partners and senior staff.

Required skills & qualifications:

- Strong English language skills (written and verbal).
- Proficient with MS Office Suite (Word, Excel, PowerPoint, Teams, Outlook, SharePoint).
- Experience with Adobe InDesign and Adobe Acrobat considered an asset.
- Superior organizational and time-management skills with exceptional attention to detail.
- Strong interpersonal skills and ability to work effectively as part of a team.
- Excellent oral and written communication skills, including technical writing.
- Ability to work in a busy, deadline-driven environment.
- Previous administrative experience in an architecture, engineering, construction, or other professional services setting preferred.

Salary: \$52,000 - \$70,000 annually.

Candidates with more or less experience and qualifications may have the salary range adjusted accordingly.

To apply for this role, please email careers@faulknerbrowns.com with your resume and cover letter in PDF format.

FaulknerBrowns is an equal opportunity employer and committed to eliminating discrimination and promoting equality and diversity in its own policies, practices and procedures and in those areas in which it has influence. The Practice recognises the benefits of having a diverse workforce and will take steps to ensure that we recruit from a wide pool of candidates and employment opportunities are open and accessible to all on the basis of their individual qualities and personal merit.