



British Columbia Securities Commission
Competition 19:111
Assistant Facilities Coordinator
One-year Term

Located centrally in downtown Vancouver, the British Columbia Securities Commission (BCSC) administers the Securities Act. Our mission is to foster fair and efficient capital markets and a competitive securities industry. We are an independent agency accountable to the legislature and the public through the Minister of Finance.

This is a great opportunity to join our Office Facilities team. You'll assist in managing all facets of facility operations, including: purchasing, security & safety, staff & visitor premise access authorization, and telecommunication services. Additional responsibilities include the control of fixed asset allocations, tracking inventory, coordination of special projects, and petty cash disbursements.

Main tasks

- Prepare, process, and monitor purchase orders, as well as receive goods as required by Facilities
- Support the purchasing, receipt and storage processes of the BCSC's general supplies including card/key inventory
- Complete inventory review of office facilities and equipment
- Record and monitor facilities requests with data entry, and liaise with BCSC staff, Landlord, suppliers, contractors, security, janitorial and maintenance representatives
- Update appropriate files
- Post Landlord and Facilities bulletins on staff intranet
- Maintain kitchens, meeting rooms, and photocopy areas including replenishing inventory and kitchen duties
- Perform other duties as required.

The ideal candidate has a high school diploma in combination with customer service and office experience. As well, you have the ability to follow detailed instructions with accuracy and exercise good judgement. You should also be proficient with Microsoft Word, and have excellent communication and interpersonal skills.

Please visit <https://www.bpsc.bc.ca/employment.asp> to explore this exciting opportunity and apply online by **March 16, 2019**.

Candidates must be authorized to work in Canada. Investment restrictions apply. We are an equal opportunity merit-based employer.