Are you looking for new horizons?

Do you seek challenging and interesting work?
Do you want to be part of a globally influential institution that is consistently ranked for its teaching and research accomplishments among the top 25 universities in the world?

UBC is seeking an experienced and motivated individual to join the Office of the University Counsel in a full-time, permanent capacity as:

**ADMINISTRATIVE ASSISTANT / RECEPTIONIST**

UBC is recognized as a top employer. With about 60,000 students, 20,000 employees, and annual revenues of $2.2 billion, UBC provides a rich and complex environment in which to pursue a legal career. The Office of the University Counsel is responsible for managing all of UBC’s legal affairs (with the exception of labour and employment matters) and provides a supportive and collegial work environment.

The Administrative Assistant / Receptionist provides a high level of professional and confidential administrative support to the Office of the University Counsel.

The successful candidate’s major responsibilities will include:

- Managing the calendar, scheduling, and material preparation for the University Counsel;
- Receptionist for the department by answering main phone line, greeting visitors, arranging catering; and managing audiovisual equipment for meetings;
- Responsible for maintaining the department legal file tracking system;
- Responsible for paying internal office invoices and using UBC’s financial management system to monitor expenses;
- Works closely with the Assistant to the University Counsel on special projects;
- Responsible for procuring office supplies and ensuring office equipment is maintained;
- Responsible for maintaining kitchen supplies and coordinating building service requests;
- Maintaining the department databases and title searches;
- Typing and transcribing dictation of a complex nature with speed and accuracy;
- Managing office subscriptions and lawyer professional memberships; and
- Coordinating travel arrangements and preparing expense claims.

The successful candidate preferably has:

- High school graduation and 1 year post-secondary education;
- University degree and/or certificate from a legal secretarial program/administrative program preferred;
- High level of word processing experience (Word, Excel, PowerPoint, SharePoint or other document management programs);
- Proficiency in the use of English grammar, spelling and punctuation; proficiency with legal terminology preferred;
- Ability to maintain a high degree of privacy, tact and discretion in dealing with confidential and sensitive matters; and
- Effective oral and written communication, interpersonal, organizational and problem solving skills.

If you wish to be part of an exciting learning environment at one of Canada’s most respected universities, **PLEASE APPLY ONLINE.** Only those applicants selected for interviews will be contacted.

Equity and diversity are essential to academic excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.