



Position: Administrative Assistant

Job Type: Full-Time

Job Location: On-site Metro Vancouver, BC

Salary: Target budget: \$45,000-\$50,000 + benefits + bonus

At pH7 Technologies we design and implement methodologies for sustainable extraction and refining of strategic metals for the renewable-energy transition.

We're a dynamic and fast-paced company with a culture of innovation and collaboration, and we're committed to attracting and retaining top talent who share our vision for a better and cleaner planet.

We offer more than just a job - we offer a dynamic and engaging workplace where you'll have the opportunity to grow your skills and contribute to meaningful work that makes a difference. We provide competitive compensation packages, including salary and benefits, as well as opportunities for professional growth and development. This role will also be eligible to participate in the bonus and employee stock option plan.

We are seeking a highly organized and energetic individual to join our team as an **Administrative Assistant**. The successful candidate will provide comprehensive administrative support to our in-office employees, ensuring the smooth and efficient operation of our daily business activities.

The Administrative Assistant will be responsible for a range of duties, including email and phone management, meeting coordination and administration, facilities coordination, and file organization.

Responsibilities:

Administrative Support (75%)

- Assist all office employees (at all locations) with various administrative duties, ensuring timely and accurate completion of tasks.
- Monitor multiple email inboxes and appropriately direct incoming inquiries to the relevant recipients or departments.
- Answer and direct all incoming phone calls, maintaining a professional and courteous demeanor at all times.
- Assist with facilitating meetings, including scheduling, preparing, or collecting agendas, documenting minutes when required, and distributing relevant materials to participants.
- Scan and electronically file all packing slips received from our various locations, organizing them by date for easy reference.
- Digitize paper documents and maintain well-organized electronic files, ensuring efficient retrieval and storage of information.



- Generating purchase orders and coordinating courier deliveries to and between all destinations
- Managing the receipt and distribution of all incoming mail while also providing support for outgoing shipments and documents.

Facilities Coordination (25%)

- Oversee the facilities at all locations, including kitchen and office supplies organization and procurement.
- Assisting management in planning and organizing company events, supervising the set-up/teardown of informal recreation activities, reservations and events, completing facility walkthroughs, as well as completing headcounts.

Requirements:

- Proven experience as an administrative assistant or in a similar role, demonstrating strong organizational and multitasking abilities.
- Excellent communication skills, both written and verbal, with the ability to interact professionally with individuals at all levels of the organization.
- Proficiency in using office software tools such as email clients, word processors, spreadsheets, and presentation software.
- Strong attention to detail, ensuring accuracy and precision in handling various tasks.
- Ability to prioritize and manage time effectively, meeting deadlines in a fast-paced environment.
- Familiarity with accounts, payable processes and basic accounting principles is an advantage.
- Experience with document management systems and electronic file organization is preferred.
- Discretion and confidentiality in handling sensitive information is essential.

If you are a proactive and reliable individual who thrives in a dynamic and supportive work environment, we invite you to apply for the position of Administrative Assistant. You will play a vital role in ensuring the smooth functioning of our office operations and contribute to our overall success.