



ENERA
ENTERPRISES

Job Title: Administrative Coordinator

Location: Vancouver, BC

Wage: \$30.00 per hour

Hours: Monday to Friday - 40 hours per week

Employment Type: Full-time, permanent

Job Description:

The Administrative Coordinator will provide essential administrative and operational support to ensure the smooth functioning of our real estate investment and development projects. The ideal candidate is organized, proactive, and able to manage multiple tasks efficiently while supporting internal teams and project operations.

Duties and Responsibilities

- Handle administrative tasks related to internal contractor's onboarding, admissions, and registration processes as required by the organization.
- Provide day-to-day administrative support, including document preparation, data entry, filing, and maintaining digital and physical records
- Act as a point of contact for administrative matters between internal teams and external service providers while establishing and maintaining interpersonal relationships.
- Manage and apply policies related to records management, information access, and privacy, ensuring confidentiality and compliance with regulations.
- Support budgeting activities by tracking expenses, assisting with budget preparation, and maintaining inventory and cost controls.
- Assist with administrative planning related to contracts, vendors, and internal projects by organizing documentation and tracking timelines.
- Assist management with operational planning, workflow coordination, and administrative process improvements
- Collect and organize data to prepare regular and special reports, manuals, and internal correspondence.
- Maintain accurate administrative records, files, and databases in both digital and physical formats.
- Support internal projects by coordinating schedules, communicating with vendors, and ensuring administrative tasks are completed on time.

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- Prepare reports, presentations, and summaries to support business decisions
- Ensure office procedures are followed and contribute to improving administrative efficiency
- Assist CEO/Director with work related to the company's investment
- Other duties assigned from time to time

Required Qualifications

- Completion of post-secondary education or relevant administrative training
- Strong organizational, time-management, and multitasking skills
- Proficiency in Microsoft Office and/or Google Workspace
- Strong written and verbal communication skills
- Experience in operations, customer service, retail, or any service-based roles is a plus point.
- High level of computer literacy and the ability to adapt quickly to new systems.
- Prior Administration experience, office coordination, or clerical tasks preferred but not required.

We look forward to welcoming a motivated Administrative Coordinator ready to make a positive impact on our team!

Please email your resume and cover letter to [careers@enera.ca](mailto:ccareers@enera.ca). Only qualified candidates will be contacted.