UBC is seeking an experienced and motivated individual to join the Office of the University Counsel (OUC):

ADMINISTRATIVE ASSISTANT

UBC is recognized as a top employer. With over 70,000 students, almost 19,000 employees, and an annual operating budget of $3.6 billion, UBC provides a rich and complex environment in which to pursue a career. The OUC 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 ideal candidate will be adept at handling a wide range of office support tasks, must be very well organized, and comfortable working in a fast-paced environment while being flexible, proactive, and resourceful with a high degree of professionalism.

The successful candidate:

- Manages the calendar, scheduling, and materials preparation for the University Counsel;
- Acts as receptionist for the OUC by answering the main phone line, greeting visitors, arranging catering, managing mail and couriers, and audiovisual equipment for meetings;
- Responsible for maintaining the OUC's legal file tracking system and enters legal invoice data into the system for tracking and billing purposes;
- Responsible for paying internal office invoices and ensuring vendor accounts are up-to-date; also uses UBC’s financial management system to monitor expenses against budget;
- Works closely with the Manager, Administration and Executive Assistant to the University Counsel on projects;
- Responsible for ordering office supplies and ensuring office equipment is maintained;
- Responsible for maintaining kitchen supplies and coordinating service requests for the Old Administration Building;
- Acts as the Departmental Voice Administrator for the OUC and Coordinator for Building Operations tickets for the OUC;
- Assists in performing title searches for Building Operations and Project Services, and invoices those units for those services quarterly;
- Assists in maintaining the Office of the University’s Land Titles and Survey Authority account, including subscriptions for advisory notices;
- Assists in maintaining the Indemnity database;
- Types and transcribes dictation of a complex and technical nature with speed and accuracy;
- Updates and manages office subscriptions and lawyer professional memberships;
- Coordinates travel arrangements, including preparing expense claims, reimbursement forms, and various other functions; and
- Performs other related duties as required

If you wish to be part of an exciting learning environment at one of Canada’s most respected universities, please apply online at UBC/OUC Admin Assistant.

Only those applicants selected for interviews will be contacted.