

# Señákw and Squamish Nation Experience Program

## Glotman Simpson Consulting Engineers

### Company Information

<b>Office Address</b>	1661 West 5th Avenue, Vancouver BC V6J 1N5	<b>Industry / Service</b>	Structural Engineering
<b>Website</b>	glotmansimpson.com	<b>Company Size (# staff)</b>	80
<b>Company Contact</b>	Lauren MacKinnon lmackinnon@glotmansimpson.com	<b>Office Dress Code</b>	Business Casual

### About Us

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Glotman•Simpson Consulting Engineers is one of North America’s leading engineering firms, providing innovative structural engineering solutions and unparalleled client service since 1964. For more than 55 years, we have provided structural engineering consulting services for over 5,000 projects in the areas of residential, commercial, industrial and institutional buildings. Our firm currently retains a staff of 80 passionate people who are part of the creative engineering behind some of the most recognizable and iconic structures in Vancouver, across Canada and throughout North America. Our firm boasts a depth of experience, ability and resources that enable us to provide high-quality design and personal service. Utilizing leading edge technology and diverse knowledge to provide innovative engineering solutions, our team of progressive, energetic professionals are committed to creating value for our clients.

### Indigenous Experience

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In addition to the Señákw project, Glotman•Simpson has worked on many projects where indigenous values were important such as the Musqueam Community Centre and Haidi Gwaii Hospital and Health Centre.

### Team & Culture

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Glotman•Simpson is committed to our team of great people and our core values bring to life what we strive for as a firm; together, we are committed to: servant leadership, integrity, great people, communication, passion, loyalty and alignment. Our diverse team includes many different talents, and our staff bring a unique level of expertise to every task, team, and project. From every department, including engineering design, drafting, construction administration, accounting, IT, marketing and administration, our industry leading team is our foundation. Glotman•Simpson also believes in providing an environment where careers flourish. Through offering numerous in-house training programs, on-the-job mentoring and encouraging regular professional development activities, we support continuous life-long learning and growth. We are a collaborative, creative and innovative team, living up to our motto, “Creative Thinkers, Cleverly Disguised as Engineers”.

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### Opportunity Information: Administrative Assistant

<b>Position Type</b>	<input checked="" type="checkbox"/> Internship (paid)	<input type="checkbox"/> Permanent (paid)	<input type="checkbox"/> Practicum (unpaid)
<b>Job Location</b>	<input checked="" type="checkbox"/> In Office	<input type="checkbox"/> On Site	<input type="checkbox"/> Virtual / Remote
<b>Señákw Project Specific</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
<b>Vehicle Required</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
<b>Opportunity Length (initial time)</b>	4-12 months		
<b>Anticipated Start Date</b>	Flexible		
<b>Hours of Work</b>	37.5 per week		
<b>Compensation Range (hourly)</b>	\$17.00		

### Opportunity Description

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- Glotman•Simpson is looking for a professional Administrative Assistant to join our Vancouver team. The successful candidate will be a team player, have strong communication skills, and be willing to pitch in where required with a can-do attitude. This role is the perfect fit for someone who enjoys variety as you'll be working alongside various departments including operations, marketing, accounting and human resources. Duties will include handling mail and courier packages; stamping engineering drawings; office maintenance of common areas such as keeping meeting rooms and kitchen tidy + stocked throughout the day; maintaining office facilities and office equipment; formatting, proofreading and editing documents; marketing assistance including assisting with materials + gear; and, assisting other departments with various other tasks as needed such as filing and archiving.

### Required Qualifications

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- Currently enrolled or graduated from an administrative program with a certificate or diploma.
- Experience using Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Strong organizational skills.
- Self-motivated, resourceful and creative.

### Other Skills + Abilities (an asset, but not required)

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- Entry-level experience working in an office/ professional role.
- Proficiency with Adobe Creative Suite (InDesign, Photoshop, Illustrator).

### Future Career Outcomes / Pathways

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- Administrative Professional.
- Marketing Coordinator.
- Office Administrator.