

WESTERN COMPENSATION & BENEFITS CONSULTANTS

CONSULTANT SUPPORT OPPORTUNITY

For 40 years our Firm has assisted Canadian and international employers with the design, implementation and management of their compensation, employee benefits and related human resources programs. The continued successful growth of our consulting practice has created an opportunity for another compensation professional to join our Vancouver Office.

The main responsibilities of this position are:

- **Document Production:** Typing letters, proposals, reports and creating dynamic PowerPoint presentations. Ensuring all document templates are in accordance with the Firm's brand standards.
- **Client Project Involvement:** Entering data, answering telephone/email enquiries regarding WCBC services and products, performing online research, compiling findings and updating databases.
- **Office Coordination:** Managing storage, cataloguing, archiving and retrieval of on-site and off-site physical or digital client files. Ensuring adequate office supplies are stocked. Ensuring office equipment vendors maintenance is carried out. Greeting visitors, screening mail, organizing deliveries and arranging meetings. Submitting routine tenant services requests to building management. Researching vendors/suppliers.

The successful candidate will have the following skills, experience and personal attributes:

- Proven experience in an administrative/support role, ideally in a heavily client-focused business.
- Word, PowerPoint and Excel skills (e.g. mail merges, document styles, headers/footers, creating complex tables, working with linked Excel/Word files, animating presentations, creating forms).
- Excellent communication skills (good English grammar and spelling, listening/comprehension).
- Problem-solving and troubleshooting skills.
- Comfortable working under minimal supervision or direction.
- Able to prioritize and organize tasks to balance competing demands.
- Asks questions to ensure understanding.

Candidates with any of the following additional skills/experience will have a distinct advantage:

- Advanced MS Word, PowerPoint, Excel knowledge.
- Previous experience working with MS Access.
- Adobe InDesign/Photoshop/Dreamweaver skills.
- WordPress or other web content management experience.
- Experience in a professional services firm environment.
- Understanding of graphic design principles (e.g. document layouts, colour schemes, image placement). - Would be an asset

WHAT WE OFFER

This is an exciting opportunity to join a professional firm which has an enviable reputation of consulting excellence, innovation and client satisfaction. We provide fully competitive cash compensation, company-paid group benefits, professional development support and a collegial work environment.