

JOB POSTING

Junior Administrative Coordinator

Who we are

Barkley Project Group (BPG) is a project management company that has over 15 years of experience in developing community-owned clean energy projects. Currently, BPG works with more than 20 First Nations communities within British Columbia and the Yukon. We support Nations by providing administrative, project management, and development capacity on a project-specific basis. We are passionate about the work we do and we are grateful for the opportunities to work with the communities pursuing clean energy future.

Our approach to any project is to focus on what the community actually needs by advocating for community owned and controlled clean development. BPG also has a solid understanding of the government funding support that is crucial in financing a project. Developing successful funding programs is rooted in frequent and effective communication and facilitation of key decision making. In our efforts to support communities in preparing funding proposals we fully incorporate community perspectives, such as project control, job creation, and capacity development. Our most important guiding principle is to ensure that any project benefits will ultimately align with the community's mission and vision. This approach has also been well received by government funders, which helps derive value and success for our clients. These efforts resulted in BPG formulating long-term, and ongoing, relationships with more than 20 communities, which helped advance over 30 active projects in various stages of development.

Job Summary

You are being hired for the full-time salaried position of **Junior Administrative Coordinator**, with our **Administration, HR and Business Development Team**. This team is responsible for providing high quality, professional consulting services to support Barkley Project Group's clean energy projects, business development and marketing, and administration.

Key tasks for this position include:

- General office duties
- Finance and administration tasks (in a supporting role)
- Business development tasks (in a supporting role)
- Human resources management tasks (in a supporting role)

Office work, attendance at conferences and meetings, and travel to communities will be included in your scope of duties. This may include working with prospective and existing clients in other cities, towns, or small communities.

Responsibilities

Reporting to Administrative Manager and Business Development Manager, your duties include, but are not limited to, the following:

- Reception and internal and external communications;
- Support with timesheets and expenses entries;
- Clerical duties including shipping, receiving, bank deposits, and purchasing, travel arrangements;
- Accounting data entries for bookkeeping and accounting;
- Invoicing using bookkeeping software;
- Electronic and paper document filing;
- Supporting commercial financing process including monthly invoice preparation and draw requests;
- Work with communities to prepare funding applications, including the preparation of proposals and budgets for developing new projects;
- Supporting business development initiatives through networking, conferences and presentations, including developing new clients and maintaining relationships;
- Assisting as requested in the preparation of renewable energy project financial models, economic analysis and project financial pro-forma projections;
- Support implementation of HR policies and practices;
- Maintain clear records of the tasks, activities and details of your work;
- Adhere to all Company policies and procedures, including safety; and,
- Contribute ideas, energy and personal commitment to help foster a positive and rewarding work environment, and to help maintain and grow a successful, innovative, high quality project management consulting practice at Barkley Project Group.

Qualifications

- Must be passionate about working with First Nations communities;
- Must be passionate about working in clean energy industry;
- Must have a sense of humor;
- Must be trust worthy and able to trust your team;
- Must be respectful;
- Must have integrity;
- Diploma or Degree in related field;
- Excellent technical writing skills;
- 1-2 years' experience in business administration and/or accounting is an asset;
- Proficient with computer applications such as; MS Office Suite and Outlook;
- Strong time management, interpersonal, and organizational skills;
- Excellent problem-solving skills and the ability to multi-task;

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- Must be a strong team player but also a self-starter;
- Continuous learner;
- Must be legally eligible to work in Canada; and,
- Maintains a valid Canadian driver's license.

Contacts

Please send your cover letter and resume to info@barkley.ca