



Office Coordinator

About Us

Frontera (www.fronterasolutions.ca) provides top notch forestry, GIS and remote sensing, and fire management consulting services to various clients across BC. We have a history of working closely with First Nation governments, local governments, and remote communities as well as Provincial and Federal governments. Although a company that was recently founded in 2018, Frontera has already been recognized as a leader in innovative forestry. We are leaders in our field because we invest in building knowledge through purposely collaborating with educational institutions and testing our methodologies.

- *Our Mission: To make communities more resilient to wildfire and climate change, in an accessible and equitable way.*
- *Our Vision: To be at the forefront of fire and fuel management, in an accessible and equitable way.*
- *Our Values: Frontera supports governments and communities develop wildfire resilience by providing accessible, tailored, and innovative consulting solutions. Our core values are: relationships, teamwork, expertise, and innovation.*

Who We Are Seeking

We are looking for an organized, articulate, and personable Office Coordinator to fill a permanent full-time position in our North Vancouver office. This position would be primarily at the office with some potential for work from home. The candidate will have excellent judgement, communication skills (written and spoken), interpersonal skills, and a strong ability to work independently. Working proactively to stay on top of their workload, we desire a candidate who thrives in an environment where they are kept busy and can multi-task.

The primary job duty involves supporting business development by assisting with quotes, proposals, and grant-writing. Secondly, the position will coordinate our office operations which includes field work logistics and scheduling, our safety program, office supply and gear purchasing, fleet management, and other office managerial tasks. Finally, the position will provide support in terms of general administration, such as timesheet reviews, contract management assistance, and invoicing support.

Ideally but not required, the candidate will have a professional background in a land management field (forestry, biology, environmental science, etc.) which will help them in the grant and proposal-writing aspect of the position.

Below we provide greater detail in the position's duties and responsibilities.

Assistance with Quotes, Proposals, and Grant Writing

- Assist with writing, editing, and sending larger proposal documents.
- Assist with grant writing or other business development campaigns.
- Receive prospective clients' inquiries for quote emails and respond in a timely manner.
- Lead the drafting of cover letters and/or quotes.



Office Coordination

- Support our safety program (safety forms management, meeting minutes, safety audit preparation).
- Assist with fieldwork scheduling and approvals.
- Fleet management (scheduling & tracking maintenance/repairs).
- General office management including cleaning, supply & coffee purchases.
- IT support & procurement.
- Assist with field equipment inventory and purchases.
- Support basic website edits and assist with content.
- Support office event planning.

Administrative Assistance

- Answer staff questions about our Employee Handbook and support updates when needed.
- Assist with advertising for new employees, scheduling interviews, etc.
- Assist with tracking employee agreement details.
- Assist with reviewing employee vacation requests.
- Track employee training time/budgets and support professional development planning.

Contract Management & Invoicing

- QC employee timesheets on an ongoing basis.
- Assist with reviewing and preparing contracts (client, subcontractor, etc.).
- Assist with on-boarding new projects, including review and tracking of corporate insurance documentation.
- Assist with monthly invoicing/budget tracking.

Qualifications

- Candidates with a background in forestry or a related field preferred.
- Technical writing experience – grant or proposal writing experience in particular would be an asset.
- Proficient in Microsoft Office & Google Workspace.
- Strong oral and written communication skills.
- Excellent attention to detail, ability to prioritize and multi-task.
- Valid class 5 BC Driver's Licence preferred.
- Candidate must be eligible to work in Canada.

What We Offer

- Competitive salary, from \$65,000 – 75,000 depending on experience and qualifications.
- Comprehensive group benefits including extended health and dental coverage.
- Yearly training budget and support for professional growth and development.
- Work cell phone provided.

Please email your cover letter and resume to info@fronterasolutions.ca. Use the same email if you have any questions related to this advertisement.

Thank you for your interest in Frontera and we look forward to hearing from you!