



Pacbrake is looking for an [Admin Assistant](#) to join our team. This role will assist both the accounting and engineering departments.

### **ABOUT THE ROLE —**

This individual will be the contact hub for all projects, providing status updates and communicating with relevant stakeholders on an ongoing basis. The successful candidate will be a skilled communicator who is great at multi-tasking and willing to take on increasing responsibilities based on the comprehension of tasks.

### **WHO YOU ARE —**

- ▶ Proven ability to adapt to changing environments and timelines
- ▶ Excellent attention to detail, with high attention to accuracy and data integrity
- ▶ Excellent communication and organizational skills
- ▶ Strong interpersonal skills
- ▶ Excellent time management skills
- ▶ Strong presentation skills
- ▶ Intermediate Microsoft Office skills (Word, Excel, Outlook) \*\*must have experience using Excel
- ▶ Previous accounting experience would be an asset
- ▶ Ability to understand technical terminology would be an asset
- ▶ Previous experience working with an engineering team would be an asset
- ▶ Experience in an automotive or manufacturing industry would be an asset

### **AS AN ADMIN ASSISTANT, YOUR RESPONSIBILITIES INCLUDE —**

- ▶ Ensure stakeholders adhere to provided timelines and deliverables
- ▶ Maintain documentation throughout the length of the project
- ▶ Record meeting minutes and identify any action items
- ▶ Communicate plans, actions, risks, and issues with key stakeholders
- ▶ Help to solve any issues that arise during a project
- ▶ Assist the Engineering Manager with administrative functions and processes as needed
- ▶ Assist the accounting department as needed (based on the individual's experience and skill set)

### **A LITTLE ABOUT US —**

We are a medium-sized family-owned design and manufacturing company running development projects with international engine manufacturers as well as developing aftermarket accessories for automotive applications.

We develop everything from engine brakes (diesel engine valvetrain), camshafts, solenoids, and vehicle suspension to electrical controllers and phone apps.



We are conveniently located in the Gloucester Industrial Park off the 264<sup>th</sup> exit in the township of Langley area, BC just blocks away from Highway 1.

### **WE ARE PROUD TO OFFER —**

- ▶ A tight-knit work environment
- ▶ A flat hierarchy where experience or title do not determine your worth
- ▶ Direct involvement with engineers and management
- ▶ The ability to take a project from A to Z
- ▶ Mentorship and learning opportunities

### **WE PROVIDE —**

- ▶ Competitive salaries
- ▶ Extended health/dental benefits
- ▶ RRSP matching
- ▶ Tuition reimbursement
- ▶ Flexible schedules
- ▶ Regular company functions
- ▶ Onsite gym

### **WE VALUE TEAM MEMBERS WHO ARE —**

- ▶ Expert problem solvers
- ▶ Motivated
- ▶ Quick to learn
- ▶ Able to see potential for improvement in any task/project

*\*\*While we are open to candidates with varying levels of experience – the ability to learn, independence/maturity, and a good cultural fit will have major bearing on candidate selection\*\**

If your credentials match the above requirements, and you have the dedication and experience to fill this role, we would love to hear from you!

Please submit your resume and cover letter via email to [hr@pacbrake.com](mailto:hr@pacbrake.com) (as a Word document or a PDF file). Please make sure to include the job title and website (i.e. Admin Assistant – Pacbrake.com) in the subject line of your email, along with salary expectations.

We thank all applicants, however, only those candidates selected for interviews will be contacted.