

ADMINISTRATION ASSISTANT

RICHMOND, BC

\$55,000 – \$65,000

ABOUT J&S SALES BC INC.

J&S Sales is an industry leader in commercial HVAC Engineering and Sales. Stocking a variety of trusted and respected brands, they provide a range of HVAC products and supply their customers with comprehensive parts and services.

ABOUT THE ADMINISTRATION ASSISTANT ROLE

On behalf of our client, we are searching for a highly organized, proactive and detail-orientated Administration Assistant to support the accounting, project coordination and office operations at J&S Sales. This role is ideal for someone who enjoys working across departments, thrives in a fast-paced environment, and takes pride in keeping things running smoothly behind the scenes.

Reporting to the VP of Operations, this role will play a key role in supporting financial processes, customer engagement, and team logistics. We are looking for someone to start as soon as possible.

KEY RESPONSIBILITIES

Office Administration & Service Scheduling

- Answer service department phone calls and emails.
- Schedule and confirm appointments, ensuring locations are optimized to reduce technician travel time.
- Follow up with technicians on service reports and communicate updates to customers, sending status and completion reports.
- Maintain and update the master office calendar; send and manage calendar invites
- Track employee vacation, sick days, and time-off records
- Send out internal notices (e.g., holidays, closures)
- Coordinate logistics for sales events or meetings, including booking venues and arranging materials
- Ensure warehouse and lunch areas are clean, stocked, and organized
- Manage facility-related services: cleaning, small repairs, fire inspections, forklift servicing and gas/propane refills, finding cost saving alternatives when possible
- Maintain health benefit plans and onboard employees to them
- Shop monthly for snacks, beverages, office consumables, office and cleaning supplies; maintaining minimum stock
- Provide backup coverage for other admin roles during absences or peak times

Accounting & Project Support

- Issue purchase orders and submit invoices for approval
- Maintain updated records in accounting and project tracking tools
- Review employee expense reports for policy and accounting compliance
- Flag unusual or out-of-policy expense claims
- Track sales-related expenses to generate quarterly reports on customer meetings and engagement trends
- Track company-purchased tools and software to manage cost and accountability

SKILLS AND QUALIFICATIONS

- 2+ years of experience in administrative, accounting, or project support roles
- Completion of High School/ Secondary School Diploma
- Ability to assist with client communications, delivery confirmations, and event logistics in a professional and friendly manner
- Skilled in staying organized while multi-tasking in a high-paced environment
- Knowledge of refrigeration, HVAC, and other building systems is an asset but not required
- Strong attention to detail when handling accounting papers, especially expense reports
- Excellent written and verbal communication skills
- Proficiency in Microsoft Office Suite (Excel, Word, Outlook)
- Familiarity with FSM and CRM tools, and accounting software is an asset
- Excellent written and verbal communication skills
- High attention to detail and ability to maintain confidentiality on sensitive documents and information
- Positive attitude and team-oriented mindset
- Ability to work independently and take initiative
- Valid Class 5 Driver's License and access to a vehicle.

Join J&S Sales BC Inc. and be part of a great team that celebrates success together with birthday lunches, Golf Tournaments, and much more. J&S Sales also offers training and excellent benefits. This role is an office-based position and remote work will not be offered.

Please submit your application through MNP's official process via the MNP Website link and avoid making speculative approaches to J&S Sales or its staff members, as such approaches will not support your application.