

ADMINISTRATION ASSISTANT

RICHMOND, BC

\$45,000 – \$60,000

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, policy compliance, customer engagement, and team logistics. We are looking for someone to start as soon as possible.

KEY RESPONSIBILITIES

Accounting & Project Support

- Issue purchase orders and submit invoices for approval
- Maintain updated records in accounting and project tracking tools
- Share AP/AR reports with project managers and salespeople
- Coordinate with project managers to verify billing progress and flag inconsistencies

Policy & Compliance

- Review employee expense reports for policy compliance
- Flag unusual or out-of-policy expense claims
- Track sales-related expenses to generate quarterly reports on customer meetings and engagement trends

Sales & Customer Engagement

- Assist in preparing customer-facing documents and presentations
- Maintain internal records of client interactions and feedback
- Support sales tracking documentation as requested

- Coordinate logistics for sales events or meetings, including booking venues and arranging materials

Office Administration

- Join internal meetings, take notes, and follow up on action items
- Maintain and update the master office calendar; send and manage calendar invites
- Track employee vacation, sick days, and time-off records
- Handle daily admin tasks: filing, reminders, vendor coordination, strata communication
- Send out internal notices (e.g., holidays, closures)
- Schedule courier pickups and manage light shipping/receiving

Office & Team Support

- Organize birthday lunches and milestone celebrations (preparing appropriate gifts and cards for employee celebrations)
- Shop monthly for snacks, beverages, office consumables, office and cleaning supplies; maintaining minimum stock
- Track company-purchased tools and software to manage cost and accountability

Warehouse & Facility Coordination

- Ensure warehouse and lunch areas are clean, stocked, and organized
- Support light logistics coordination (e.g., deliveries, pickups)
- Manage facility-related services: cleaning, small repairs, HVAC, fire inspections, forklift servicing and gas/propane refills

Owner & Management Team Support

- Ensure all services (e.g., phone plans, internet, utilities) are paid and active
- Maintain organized vendor and service provider documentation; find cost saving alternatives when possible
- Maintain health benefit plans and onboard employees to them

General & Cross-Team Support

- Provide backup coverage for other admin roles during absences or peak times
- Help onboard new employees (workspace setup, office tour, initial documents)

SKILLS AND QUALIFICATIONS

- 2+ years of experience in administrative, accounting, or project support roles
- Completion of High School/ Secondary School Diploma
- Knowledge of refrigeration, HVAC, and other building systems is an asset but not required
- Strong attention to detail when handling A/R and A/P processing, expense reports, billing progress, and financial documentation
- Excellent written and verbal communication skills

- Strong organizational and multitasking skills
- Proficiency in Microsoft Office Suite (Excel, Word, Outlook)
- Familiarity with accounting software and project tracking tools 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
- Ability to assist with client communications, delivery confirmations, and event logistics in a professional and friendly manner
- Skilled in maintaining vendor records, scheduling services (e.g., HVAC, cleaning, repairs, fire inspections, etc.), and identifying cost-saving opportunities
- 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.