



**Maintenance Administrator
Greater Victoria Harbour Authority
Victoria, BC**

Greater Victoria Harbour Authority, a non-profit organization, manages key properties in Victoria Harbour. Join our team of dedicated people supporting Victoria's working harbour. We offer competitive compensation and excellent learning and growth opportunities.

Greater Victoria Harbour Authority (GVHA) is currently seeking a full-time **Maintenance Administrator** to provide administrative support to GVHA's maintenance department, to facilitate operational requirements including repairs and maintenance projects, services delivery (e.g. landscaping, waste management), and events implementation, for all GVHA facilities.

Ideally, you have post-secondary education, with at least 3 to 5 years administrative experience. Experience in both project and financial management is an asset. You are proficient with all MS Office applications and have a valid Class 5 Driver's Licence.

The successful candidate will demonstrate excellent communication and customer service skills, is highly organized and attention detailed, and enjoys working collaboratively in a diverse and busy environment.

A full job description is available at <https://gvha.ca/careers/opportunities/>

Please submit your resume and cover letter outlining your experience and salary expectations to Brigitte Runkel at brunkel@gvha.ca by Tuesday, September 17th at 4:30 p.m.