



We are Recruiting! – Administrative Assistant, with focus on Recruitment (1-Year Contract | Maternity Leave Coverage)

Reporting

This position reports to Senior Manager - Human Resources & Payroll.

Contract Term

This is a **full-time, 12-month fixed-term contract position** to provide maternity leave coverage. The anticipated start date of mid-May 2026, with the contract running through approximately June 2027.

Location

This role will be a hybrid work schedule, working remotely from a home office location 3 days per week and reporting physically into the office approximately 2 days per week. The successful candidate must be willing to commute between our downtown Vancouver office space and our downtown Vancouver storage space to retrieve office equipment, as requested.

The Company

A highly respected player at an international level, International Conference Services Ltd. (ICS), is a Professional Conference Organizer in business for over 48 years that works with national and international associations, and organizations, to host conferences, events, and tradeshow. Our work is very purposeful, and we are truly “connecting people to facilitate change in the world.” With over 100 staff members working remotely across North America, Europe, and Asia, we are truly an international team, and we leverage the strengths that our diversity brings.

Remote-First Work Environment

Our employees truly enjoy the flexibility that remote work brings, and we work hard as a company to stay connected through weekly all-hands meetings and annual in-person get-togethers.

The Culture

ICS operates in a true “team” environment - trust, support, and empowerment of each other are very important to our culture. We know that we work better as a team, and we regularly celebrate our collective accomplishments. We pride ourselves on being innovative, solution-oriented and are able to think outside the box, which keeps us all learning and growing as professionals together. We care deeply about creating exceptional experiences for our clients and pride ourselves on many long-term relationships we have cultivated.

Role Overview

We are looking for a multi-talented Administrative Assistant, with a focus on recruitment, to join our small but busy and impactful Human Resources department! This role offers the opportunity to hone your skills in both administrative tasks and basic recruitment processes. The ideal candidate will be highly organized, with keen attention to detail and an outstanding ability to manage their time well. The successful candidate will be the first point of contact for all potential new hires so a high degree of

professionalism, positivity and discretion is a must. You will work within a collaborative and supportive team that includes an experienced Payroll Lead and report into the HR & Payroll Senior Manager. This is a wonderful opportunity for a self-starter who enjoys a fast pace of work and the ability to contribute to a fun, dynamic and growing fully remote workplace.

Job Tasks & Responsibilities

Administrative Support

- Organize and facilitate the weekly online company meeting.
- Manage and organize office operations and procedures.
- Handle incoming calls, emails, and correspondence, redirecting them as necessary.
- Prepare and distribute internal communications, memos, and reports.
- Schedule appointments and meetings.
- Assist in the preparation of presentations, reports, and other documents.
- Assist in managing office facilities and equipment.
- Maintain HR templates and checklists current based on evolving instructions and best practices.
- Address inquiries and resolve issues in a timely and professional manner.
- Maintain positive relationships with clients, vendors, and other stakeholders.
- Maintain and organize electronic filing systems.
- Ensure compliance with record retention policies and procedures.
- Assist in document preparation, scanning, and archiving.
- Handle confidential information with discretion and maintain data security protocols.
- Coordinate signatures and handling of legal documents.
- Serve as a point of contact for internal and external stakeholders, providing excellent customer service.
- Address inquiries and resolve issues in a timely and professional manner.

Recruitment & Onboarding

- Assist in the recruitment process, including posting job openings, screening resumes, and scheduling and performing pre-screening interviews.
- Coordinate timely communication with candidates and hiring managers throughout the recruitment process.
- Maintain applicant tracking and ensure accurate and up-to-date candidate records.
- Assist in the development and maintenance of job descriptions and recruitment materials.
- Creating drafts of employment offer letters and agreements and seek input and approval on questions about out-of-pattern terms.
- Conduct pre-employment screenings, reference checks, and background checks as required.
- Responsible for intern/practicum student management, including recruitment and training schedules.
- Coordinate onboarding and offboarding equipment logistics, including communication with candidates/employees, internal systems teams, and courier services to ensure timely delivery and return of company-issued equipment.
- Maintain employee records, including attendance, leaves, and personnel files.
- Coordinate employee onboarding and orientation programs including overview of basic company software, processes and internal intranet.

- Handle employee inquiries and provide basic HR support and directs questions to the appropriate authority.
- Support performance management process, updating master tracking document and filing documentation.
- Coordinate employee training and professional development sessions.

General Support

- Assist in planning and organizing office events, meetings, and conferences.
- Coordinate logistics, including venue selection, catering, and travel arrangements.
- Prepare materials and coordinate presentations for events as needed.
- Assist in special projects and initiatives as assigned by management.
- Provide support to other departments or team members as needed.
- Continuously seeks opportunities to improve company processes and efficiency.

Education, Experience & Skills required

- Some education and/or experience related to Administration required.
- At least 2 years of experience working in an Administrator support role preferred.
- Some experience supporting recruitment activities (such as job postings, interview scheduling, conducting pre-screening interviews and candidate communication) preferred.
- Familiarity with task-tracking tools (e.g., Wrike or similar) is considered an asset.
- Strong interpersonal skills and an excitement about being the “face” of the company for recruitment.
- A very high degree of discretion and confidentiality for creating employee contracts and HR data entry.
- Strong communication skills to ensure professional interactions with candidates and internal leaders.
- Excellent organizational skills to ensure that all regular recurring processes and functions of the tasks within the department are managed in a timely manner.
- Discretion and trustworthiness in handling sensitive information.
- Flexibility and adaptability to changing priorities and environments.
- A genuine interest in supporting a company in creating a great workplace experience.

Note: From time to time, have the ability to re-arrange schedules to work during different time zones.

You must also be familiar and have worked with the following tools:

- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Willingness to learn new software systems as required

The Benefits of Working at ICS

- Our employees work remotely or in a hybrid work schedule on a permanent basis.
- As an employee you are provided with all hardware including company laptop, monitor, headset, mouse, keyboard, and internet-based phone.
- In addition to salary, we offer a monthly work from home allowance to help cover the cost of your home internet and home office expenses.
- Employees enjoy a paid day off on their birthday each year.

- An excellent benefits package includes Extended Health Coverage, Dental and Health/Wellness Spending Account provided after 3 months of employment.
- Fun in-person employees get together each year.
- ICS prides itself on providing career development opportunities.