

EMPLOYMENT OPPORTUNITY

Office Manager and Executive Assistant

About LGL Limited

Founded in 1971, LGL Limited is an employee-owned environmental research and consulting firm serving clients in Canada, the USA, and internationally. LGL's client base spans industry, government, Indigenous groups, public corporations, academia, and non-governmental organizations. Our body of work, including our peer-reviewed scientific publications, demonstrates our competence in environmental research, our ability to evaluate the environmental impacts of human activities, advance scientific knowledge, and satisfy or exceed the requirements of our clients and regulators.

About the Role

We are seeking an experienced Office Manager and Executive Assistant to lead our administrative team, support senior leadership, and ensure smooth day-to-day operations. This is a key leadership role offering the opportunity to make a meaningful impact on the efficiency and effectiveness of our business. As Office Manager and Executive Assistant, you will oversee daily office operations, supervise administrative staff, and serve as a primary point of contact for executive support—particularly for the CEO and senior leadership. This in-office position requires a highly organized, adaptable, and proactive individual capable of managing a high volume of diverse tasks with minimal supervision.

What You Will Do

- Lead and mentor members of the administrative team, fostering a respectful and productive workplace
- Co-supervise the office safety coordinator and oversee safety compliance and reporting
- Oversee office operations, including supply procurement, equipment and facility management, records maintenance, and vendor relations
- Manage logistics and support for field and professional staff, including travel coordination
- Plan and oversee internal events such as team gatherings, celebrations, and staff engagement activities
- Serve as a liaison between the Sidney office, other LGL offices, and external vendors
- Monitor and respond to after-hours emergencies and alerts (e.g., building alarms)
- Provide administrative support to the CEO and senior leadership, including calendar management, meeting coordination, and minute-taking
- Prepare meeting agendas and follow up on action items from leadership and board-level meetings
- Handle meeting arrangements with attention to cost-effectiveness and detail
- Triage and respond to routine inquiries to maintain smooth office workflows
- Identify and implement process improvements to enhance operational efficiency
- Maintain knowledge management systems and ensure consistent adherence to administrative standards
- Other duties as needed

What You Will Bring

- 5+ years of experience in a mid to senior-level office management or executive assistant role
- Minimum 3 years in a supervisory role
- Diploma or Certificate in Business or Administration, or a related field, or an equivalent combination of education and experience
- Experience supporting executive leadership in the private sector, ideally in consulting or technology fields
- Strong organizational, leadership, and problem-solving skills
- Excellent written and verbal communication abilities
- Proficiency in Microsoft Office 365 and Adobe Acrobat
- Experience with accounting or project management software (e.g., QuickBooks, Deltek)
- Familiarity with collaboration tools such as Microsoft Teams and Slack
- Ability to manage multiple priorities in a dynamic environment
- Proven ability to work with minimal guidance and drive toward outcomes

What We Will Provide

- Competitive salary: \$75,000–\$90,000/year
- Career growth opportunities through mentorship, professional development, and peer relationships
- A safe, respectful, and collaborative work environment

Working Conditions

- Eligible to work in Canada
- Office-based work is on a Monday to Friday schedule
- Physically based in Sidney, British Columbia, with potential for a hybrid working arrangement

Application Information

If you believe you are or can become a good fit for this dynamic and comprehensive administrative leadership opportunity, [please apply with your resume and cover letter](#).

This posting will remain open until **May 12, 2025, at 5:00pm PST**, but a review of resumes will start immediately so do not delay applying. We look forward to connecting with you!

If you require accommodation in the recruitment process or have questions, please let us know by contacting daniel@engagedhr.com.