

301-128 W Pender St, Vancouver, BC V6B 1R8

Main: 604-606-0300

Fax: 604-606-0309



THE BLOOM GROUP

Community. Services. Together.

JOB POSTINGS – CURRENT VACANCIES

Date Posted: June 10, 2026

Deadline for submission: Vacant until filled

Open to: Internal & External Applicants

POSITION:	Office Administrator
REPORTS TO:	CEO and Director of HR
AFFILIATION:	Excluded
POSTING NUMBER:	26-24
SALARY:	Starting at \$54,500 Gross Annually
DURATION:	Ongoing
STATUS:	Permanent Full-Time, Onsite
HOURS:	Typical Hours will be Mon – Fri, 9 am – 5 pm, some flexibility required to attend board meetings and other office requirements.
START:	ASAP

JOB SUMMARY:

The Office Administrator is responsible for the direction, coordination, and overall management of office systems and procedures to ensure organizational effectiveness and efficiency. Provides administrative support and acts as a resource to the Leadership team. Supports the operational plans (Real Estate, Programs, Finance & HR). Provides general office assistance, communications support, and receptionist duties to The Bloom Group central office.

EDUCATION/PREVIOUS WORK EXPERIENCE:

- Two (2) years of office administrative experience or recent related experience
- Diploma in Business or Office Administration or an equivalent combination of education, training, and experience
- Document formatting and Microsoft 365 experience
- Previous experience in the non-profit or charitable sector preferred
- Experience with Blackbaud RE NXT and other fundraising administration processes

KNOWLEDGE/SKILLS/ABILITIES:

- Knowledge of office administration systems and procedures
- Excellent communication skills, both verbally and in writing
- Ability to work independently and in cooperation with others
- Ability to plan, organize and prioritize
- Ability to take initiative and work with minimal amount of supervision
- Ability to work in a stressful and changing work environment

Applications: Please apply via the job application form on The Bloom Group website or contact careers@thebloomgroup.org

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- Ability to work with, and empathize with people experiencing abuse, poverty, family violence, cross-cultural issues, addictions, AIDS, and other life-limiting illnesses, mental illness, and the grief process
- Ability to operate related equipment such as fax machines, photocopiers & telephone systems
- Strong working knowledge of Microsoft 365
- Ability to foster a working environment of collaboration, skill, collegiality, and enthusiasm

Thank you for your interest in a career with The Bloom Group.

Should your application be selected for further consideration we will be in contact with you shortly.

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