



Concrete Waterproofing by Crystallization™

XYPEX CHEMICAL CORPORATION

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Office & Administrative Coordinator
Xypex Chemical Corporation, Richmond BC

Title: Office & Administrative Coordinator
Employment Type: Full-time, Permanent
Reporting to: Contract Manager
Location: Richmond, BC, Canada (On-site)
Schedule: Monday-Friday
Department: Finance & Admin

About Xypex

Xypex is a global leader in advanced waterproofing and concrete durability solutions. Our proprietary crystalline technology is trusted worldwide to protect and enhance concrete structures. As we continue to grow, we are seeking an Office & Administrative Coordinator to ensure a seamless, professional, and welcoming environment for employees and clients.

Position Summary

The Office & Administrative Coordinator is a key cross-functional role, responsible for managing office operations, coordinating activities across departments, and providing vital administrative support to ensure the smooth functioning of the dynamic organization. This role combines office management, reception duties, administrative coordination, and support for leadership, HR and legal activities. This is the ideal role for someone who are highly organized and enjoys building structure and improving processes in a growing collaborative organization.

Primary Responsibilities:

Office & Admin Coordination (70%):

- Welcome and assist visitors, clients, and guests at reception, answer and redirect general inquiries via phone & email to appropriate personnel.
- Support with planning and coordinating company events meetings, and team gatherings, including preparation of meeting materials, room preparation, and catering.
- Oversee office equipment, supplies inventory, and purchasing processes, monitor stock and anticipating needs before they arise.
- Act as the primary point of contact for all matters related to office operations, including liaising with building management, coffee suppliers, janitorial services, and maintenance contractors.
- Handle incoming and outgoing deliveries, mail, packages, and courier services.
- Maintain exceptional standard in cleanliness and organization across all office spaces—from reception areas, employee kitchen, boardrooms, and other shared spaces.
- Assist with expense, credit card and purchase order processing.
- Support leadership team with travel logistics including flights, hotel, and transportation bookings as needed.



- Support leadership team with coordinating schedules, meetings, and leadership initiatives as needed.

People & Culture Support (15%)

- Support recruitment and onboarding processes by posting & managing job ads, coordinating interview logistics, onboarding setup, workspace and orientation schedule.
- Support the HR Manager with maintenance of confidential employee records, including documentations and organization of files and system.

Legal & Compliance Support (15%)

- Provide critical support to the legal function through document management, organization, and version control.
- Coordinate with the Contract Manager in managing contract filing systems with meticulous attention to detail and confidentiality.

Qualifications:

- A post secondary degree, diploma or certificate in Office Administration, Business Administration, Operations Management or a related field.
- 2-5 years experience in office administration, office management, receptionist, or coordinator role.
- Strong organizational skills with the ability to manage multiple priorities and shifting deadlines.
- Excellent written and verbal communication skills.
- High level of discretion, sound judgment, and attention to detail.
- Proficiency in Microsoft Office suite (Word, Excel, Outlook, Powerpoint).
- Proactive mindset with strong problem-solving skills, and ability to prioritize tasks.
- Ability to lift and move office supplies (up to 25-30 lbs).
- Prior exposure to HR or legal administrative tasks an asset.

Salary Range: \$50,000-\$65,000

The salary offered to the successful candidate will be based on their experience, knowledge and skills they bring to Xypex.

Our total rewards package offers benefits, promotes internal equity, and supports team members at all levels of our organization, and includes the following:

- Eligible for an annual bonus based on individual and company performance.
- RRSP Matching to support you in saving for your future.
- Generous extended health benefits, including a health spending account.
- 3 weeks' vacation.
- Personal days.

- Learning and career development opportunities.
- Company organized social events and celebrations to connect with your team.

Why Join Us

At Xypex, you'll be part of a globally recognized leader in concrete durability solutions, working in a collaborative and innovative environment. You will:

- Work in a highly collaborative setting and make direct impact to the smooth operations of the office environment.
- We are a growing Canadian company with international reach. Your work will directly support better, longer-lasting structures — and you will be part of a team that is proud of the impact we make.

Diversity, Equity & Inclusion:

Xypex Chemical Corporation is committed to bringing together the most diverse perspectives, backgrounds, and experiences because we fundamentally believe that different views and rich contributions from such a mix will make us stronger. We strive to create a workplace that reflects the communities we serve and where everyone feels empowered to bring their full, authentic selves to work.

How to Apply

Please send your Resume and Cover letter (Optional) to recruiting@xypex.com with the subject line "Office & Administrative Coordinator – [Your Name]."

While we appreciate all applications, only those selected for further consideration will be contacted.