



JOIN OUR TEAM!

**ADMINISTRATIVE ASSISTANT -
*TERM POSITION***

POSTED: MAY 14, 2019;

DEADLINE: MAY 24, 2019 AT 12:00 PM

The Administrative Assistant will be responsible for providing more complex administrative support to the Fisheries Director and team.

RESPONSIBILITIES:

- Receptionist duties in addition to more complex functions and services including arranging travel plans and scheduling appointments concerning the policies and procedures of the Fisheries department.
- Will be expected to assist the department with any administrative tasks related to Finance (invoicing, project tracking, etc.) and Assets Management.
- The Administrative Assistant will also be responsible for drafting sensitive correspondence sent by the Fisheries department.

QUALIFICATIONS:

- An acceptable combination of education or equivalent experience.
- Two (2) years of direct work experience in an Administrative Assistant capacity.
- Hands-on experience with productivity applications, e-mailing clients, and Microsoft Word Office.
- Superior time management skills and organizational skill with minimal supervision.
- Class 5 Driver's License and a reliable vehicle are valuable assets.
- Willing to travel to Tachet, Smithers, Fort Babine on occasion.

Please submit resume and cover letter to Human Resources Assistant, Philine West

✉ philine.west@lakebabine.com

☎ (250) 692-4700 | 1-888-692-3214

Successful candidates of short-listing will be contacted; no telephone calls please