



## North Island Central Coast - Port McNeill Office Administration Opportunity

### Our Opportunity

We are seeking to add an Office Administrator position to our team of professionals. Our ideal candidate is an enthusiastic, hard-working, dynamic and experienced individual to work out of our Port McNeill office..

The successful applicant will:

- » Receive incoming visitors, documenting and signing in as necessary
- » Work independantly with a remote team & field staff
- » Answer incoming calls and directing as needed
- » Handle all mail and arranging couriers as appropriate
- » Order office supplies and maintain adequate levels of inventory, the overall office appearance, etc.
- » Provide word processing and administrative support
- » Client Invoicing
- » Organize all administrative information (phone lists, company marketing information, etc.)
- » Manage & schedule fleet maintenance as required

### Qualifications:

- » Advanced knowledge and experience with the Microsoft suite of products and spreadsheets
- » Strong commitment to making sure deadlines are maintained and achieved while ensuring accuracy and completeness of information
- » Excellent written and oral communication skills and interpersonal skills, including the ability to navigate sensitive issues with professionalism and maintain a level of confidentiality
- » A valid Class 5 driver's license

We pride ourselves on maintaining a **safe, respectful** and **fun** work environment that promotes values such as teamwork, professional accountability, and work/life balance. All applicants must be enthusiastic workers and learners who thrive and excel in a team environment. Positive attitude and dedication to workplace safety are critical to your role with our team.

We offer a competitive compensation package with comprehensive benefits for full-time employees.

Visit our website at [www.snrc.ca](http://www.snrc.ca)

## Applications will be accepted until June 25, 2021.

Please apply with confidence by forwarding your resume and cover letter by e-mail (as an attachment in PDF or MS Word format with "Office Admin Application" in the e-mail subject line) to [employment@snrc.ca](mailto:employment@snrc.ca).

We would like to thank all applicants for their interest; however, only those considered for an interview will be contacted. For more information regarding this opportunity, please e-mail above address.