



**Position:** Administrative Assistant

**Position Term:** Full-time, Permanent

**Job Description:**

The successful candidate will be responsible for providing administrative support to project managers and operations staff in the Campbell River office. Reception duties will include answering of phone, emails, greeting of visitors, report production (printing, scanning, photocopying and collating of documents), processing of incoming/outgoing mail and couriers, supply ordering and inventory tracking, setting up of meetings (including preparation of agendas, recording of minutes), upkeep of tidiness of reception, boardrooms and kitchen, maintenance of telecommunication and voicemail systems, assisting staff with administrative needs and travel arrangements. The role will include word processing, formatting and data entry for reports and proposals.

**Experience:**

- One-year certificate in office administration; and
- A minimum of three years of related experience or an equivalent combination of training and experience.

**Responsibilities:**

- Answer telephone calls, qualify inquires and direct them to the appropriate contact.
- Gathers material and mails packages as necessary.
- Inventory control and ordering.
- Conduct site inspections and support as needed.
- Learn and support all internal systems.
- Liaise and communicate with departments as required.
- Manage other duties as assigned.
- Receives, sorts and distributes incoming mail, prepares outgoing mail
- organize courier and/or other deliveries.
- maintaining and organizing staff safety protocols with the safety coordinator.
- Assisting with financial management of Campbell River operations such as expenditures, staff time / overtime.
- Ensure general maintenance of the Pacificus office. Responsible for office esthetics, supplies and materials, personal spaces, in order to ensure functionality of the space and professional appearance.

**Qualifications:**

- Detail-oriented and organized.
- Self-motivated with high energy levels and a positive attitude.

- Able to thrive in a fast-paced working environment.
- Able to work independently under tight timelines and able to meet deadlines.
- Some knowledge of records management and file retention.
- Excellent interpersonal, written and verbal communication skills are essential, as are demonstrated.
- administrative and organizational skills.
- Knowledge of office practices and procedures.
- Proficient with Microsoft Office Word, Excel and Outlook.
- Ability to establish and maintain effective working relationships with other employees, agencies and clients.

Closing date: March 29, 2019

Starting date: April 15, 2019

Wage: Wages are industry-competitive based on successful applicant's experience. Health and dental benefit package available.

Please apply via e-mail to [info@pacificus.ca](mailto:info@pacificus.ca)

Attn: Jennifer Russell

Include cover letter, resume, and references.