

# Office Administrator

## (Full Time; Permanent)

We are a local business seeking a full time, permanent Officer Administrator to work out of our Campbell River office.

We offer competitive rates and compensation package.

### **Opportunity Description**

The position is generally Monday-Friday, 8:00am-4:00pm however this is expected to be flexible to permit periodic support on weekends if needed.

As the Office Administrator your primary role is providing support to the Company Management Team in a wide range of tasks, and includes, but is not limited to the following:

- Reception duties (answering phone and emails)
- Travel Bookings and arrangements
- Ordering office supplies and equipment as needed
- Filing duties
- Various submissions to relevant government agencies as needed
- Attendance and documentation of meeting minutes (safety and other)
- Recording and tracking of safety inspections
- Monitoring of training certificates
- HR and Payroll support duties

### **Competencies**

Previous office experience and use of Microsoft Office applications is an asset.

The ideal candidate exhibits the following characteristics:

- Personable - pleasant manner, approachable
- Cooperative - gets along well with others
- Organized - good task management skills; prioritizing
- Integrity - honorable, trustworthy, maintain confidentiality
- Calm - remains level-headed in stressful situations
- Independent - able to work independently on assigned tasks
- Structured - meticulous planner, record keeping, workspace