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Job Posting

Office Administrator – Campbell River, BC

Mainstream Biological Consulting Inc. conducts biological assessments and provides environmental management services for a variety of resource industry and urban development clients. If you are interested in a fast paced and dynamic working environment and being part of a team of dedicated professionals working to "Make the World Better", we would like to hear from you.

We are seeking an experienced Office Administrator to provide support to our managers and technical staff. This is a permanent, full-time position that includes our health and dental benefits package.

This position plays a key role in the operation of our business, requiring the candidate to take responsibility for the following tasks:

- Answering calls and greeting clients / visitors at front door.
- Managing office supplies, keeping inventory and purchasing as needed.
- Scheduling and managing equipment and vehicle maintenance as required.
- Crew travel arrangements.
- Maintaining personnel files.
- Managing company safety program, including preparation of forms and tracking documents.
- Managing outgoing and incoming deliveries.
- Bookkeeping, including data entry, invoicing, and payroll processing.
- Maintaining appearance and condition of office.

The ideal candidate will possess the following skills / qualifications:

- Minimum 5 years previous experience working in a professional office setting.
- Training and experience with Sage50 and MS Office365 (Word, Excel, Outlook).
- Ability to professionally interact with clients and other staff.
- Ability to work independently.
- Self-motivated and driven to excel.
- Detail oriented and organized.
- Able to multi-task without risking quality of work.
- Able to prioritize and complete tasks efficiently in a fast-paced working environment.
- Resourceful with well-developed problem solving abilities.
- Class 5 Driver's License.

Knowledge or interest in biology and / or the environment is an asset.

Interested applicants should forward resumes summarizing training and previous relevant experience to jobs@mainstreambio.ca. Please provide a cover letter that includes date of availability and at least two professional references. This posting will remain open until the position is filled.

We thank all applicants for their interest; however only those selected for interview will be contacted.

NOTE: Our company is fully operational at this time. Measures are in place to ensure the safety of all workers with respect to COVID19.