



Campbell River, BC

Office Administrator Opportunity

Our Opportunity

Strategic Natural Resource Consultants is one of the most highly regarded natural resource consulting firms on the West Coast and BC Interior. We employ dynamic on-the-ground professionals across BC. Our personnel are industry leaders in resource and land management, professional forestry, construction support services, environmental science, geomatics, and remote site project development.

We are seeking an Office Administrator to join our existing team of Support Service professionals. Our ideal candidate is an enthusiastic, hard-working, dynamic individual who will work out of our Campbell River office.

The successful applicant will:

- » Receive visitors, answer and direct incoming calls, and respond to voicemails and emails promptly,
- » Work within a team of Support Service professionals to assist members of staff and management,
- » Schedule meeting spaces, and book flights and accommodations as directed,
- » Handle all mail and arrange couriers as appropriate
- » Order office supplies and maintain adequate levels of inventory
- » Provide word processing and administrative support
- » Organize all administrative information (phone lists, company marketing information, etc.)
- » Assist HR in administrative duties 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
- » Great organizational skills and a self-starter
- » 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 great attitude and strong ability to adapt
- » 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



Applications will be accepted until Friday August 24th, 2018.

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 Administrator Application" in the e-mail subject line) to 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.