



JOB POSTING

PO Box 1559, Port Hardy, BC, Canada V0N 2P0

Phone: 250-949-8088 Fax: 250-949-8825

Position: Office Assistant/Production Supervisor

Keltic Seafoods has an opening for a self-motivated Office Assistant/Production Supervisor for a Cold Storage facility. Keltic Seafoods is a full-service fish processing, offloading, and Cold Storage company located in beautiful Port Hardy British Columbia.

Duties will include but are not limited to:

- Organization of office process
- Record keeping accuracy and validity of information
- Administration of Shipping & Receiving activities
- Relief Production supervision of fish processing
- Relief Scheduling Coordination using a Mitrefinch program
- Organization of office processes including inventory control
- Sorting and distribution of communications in a timely manner
- Monitor level of supplies and handle shortages
- Maintain trusting relationships with suppliers, customers and colleagues

Qualifications

- HACCP training an asset but not necessary
- Fish or similar Processing leadership experience
- Working knowledge of office equipment
- Thorough understanding of office management procedures
- Excellent organizational and time management skills
- Analytical abilities and aptitude in problem-solving
- Excellent written and verbal communication skills
- Proficiency in MS Office including Excel.

Those interested in this position please send resume to Keltic Seafoods Human Resource Department at the address below by 4.00 PM, December 1, 2017

Human Resource Manager
Keltic Seafoods
PO Box 1559, Port Hardy, BC, Canada V0N 2P0
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HR@kelticseafoods.com