



# JOB POSTING

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

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

**Position:** Office Assistant  
**Date:** February 26<sup>th</sup> 2017  
**Wage:** Depending upon experience  
**Type:** Shift work

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Keltic Seafoods has an opening for a self-motivated Office Assistant for a Cold Storage facility.

## **Performance expectations include but are not limited to:**

- Organization of office processes and assist staff associates in ways that optimize procedures
- Sorting and distribution of communications in a timely manner
- Create and update records ensuring accuracy and validity of information
- Schedule and plan meetings and appointments
- Monitor level of supplies and handle shortages
- Assist in the resolve of computer malfunctions
- Coordinate with other departments to ensure compliance with established policies
- Maintain trusting relationships with suppliers, customers and colleagues
- Perform receptionist duties when needed

## **Qualifications**

- Proven experience as an office assistant
- 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 and wage expectations to Keltic Seafoods Human Resource Department at the address below by 4.00 PM, March 14<sup>th</sup> 2016

Human Resource Manager  
Keltic Seafoods  
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