

Administrative Assistant

At Tiičma Management Services, we owe our success to people and processes. An administrative assistant is the supportive force behind both, and we are currently seeking someone exceptional to take the helm. The ideal candidate will be a problem solver who has excellent communication skills and impeccable attention for detail. The candidate should also have experience working in an office environment, performing administrative tasks, and providing support to coworkers. An ability to multitask, manage complex schedules, and meet changing deadlines is essential to the position.

Objectives of this role

- Serve as the eyes and ears of the office, providing information, answering questions, and responding to requests
- Ensure optimal use of office equipment, supplies, and inventories through preventive maintenance
- Maintain workflow by analyzing and refining standard operating procedures, such as scheduling, communications, and office layout
- Coordinate internal and external resources to expedite workflow
- Oversee and achieve organizational goals while upholding best practices

Responsibilities

- Provide administrative support to senior leaders, including email correspondence and generation and distribution of memos, letters, spreadsheets, forms, and faxes
- Plan, organize, and schedule company meetings in the office, off-site, and via videoconference
- Coordinate domestic and international travel arrangements for employees
- Maintain filing system, contact database, employee list, and inventory
- Order and oversee office supplies and food deliveries for group meetings

Required skills and qualifications

- High school diploma or equivalent
- Proven administrative experience
- Superb written and verbal communication skills
- Strong time-management skills and multitasking ability
- Aptitude for learning new software and systems

Preferred skills and qualifications

- College degree or equivalent

- Previous success in office management
- Experience managing budgets and expenses
- Experience developing internal processes and filing systems
- Comfortable handling confidential information

To apply to this position, please send your resume to Kari Sullivan – Communications Coordinator communications@tiicma.com or Drop off your resume to KCFN office 1250 Ironwood Street, Campbell River, BC

If you have any questions regarding this posting, please call Kari Sullivan
250 287 2775 ext 2541