



Seven Generations Environmental Services
Jr. Administrative Assistant

Seven Generations Environmental Services (SGES) has an exciting funded opportunity to be part of their team performing the duties of Jr. Administrative Assistant. The qualified Jr. Administrative Assistant will provide direct administrative support to SGES staff in their day-to-day functions. This would include, but is not limited to, various administrative supports i.e. invoicing, payroll, estimates; have the skills to prepare reports and enter data; attend and take minutes; have experience with social media platforms, such as Facebook and LinkedIn; and perform other tasks, as assigned and directed by the General Manager and/or the Sr. Administrative Assistant. *Pursuant to Section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry.* Please self-identify on your cover letter and/or resume.

Qualifications/Requirements:

- Post-Secondary education with courses in office administration and related courses, preferable
- Must have knowledge and experience in MS Outlook, Word, Excel and PowerPoint. Experience with Adobe Photoshop Elements preferable
- Must be highly organized, flexible and adaptable in a fast-paced office environment
- Ability to work independently, with minimum supervision and within a team environment
- Have excellent communication and written skills, including the skills to prepare reports, emails and correspondence, while maintaining compliance with standards and templates for all outgoing correspondence and communications for SGES.
- Ability to establish rapport with people of all educational and occupational backgrounds
- Ability to do research on various topics assigned and provide results by reporting to the General Manager
- Skills in social media platforms, including Facebook and LinkedIn. Experience in website design, preferable
- Must be able to operate within set timelines/schedules
- Able to complete Action Items and follow-up, to ensure action is taken on projects assigned as assigned by the General Manager
- Must participate in ongoing activities as an integral part of the SGES Team, which could include attending meetings and events that are on and off office premises
- Ability to maintain confidentiality guidelines of all records, materials and communications
- Clear criminal record and drivers Abstract with valid driver's license.
- Successful completion of a 3-month probation period.

Duration of Position: One-year term contract (ends March 31, 2020) – 35 hours a week.

Interested candidates are required to submit a resume and covering letter to:

Seven Generations Environmental Services Ltd.
34110 Lougheed Hwy, Mission, BC V2V 6N9
Email: info@sges.ca
Attention: Tana Mussell – General Manager

We thank all applicants for their interest in this opportunity, however, only those selected for an interview will be contacted.