

Safety Net Security is a premiere provider of high quality, fully integrated security services. We are currently searching for an Administrative Assistant to work onsite in our Campbell River Office. Successful candidates will have excellent customer service and must be outcome-oriented. The ability to work in a fast paced environment with strong attention to detail is essential. You will be fully engaged and busy from the first day and we guarantee there will never be a dull moment.

#### Primary Responsibilities

- Performs general clerical duties to include but not limited to: scheduling, photocopying, faxing, mail distribution and filing.
- Creates and modifies various documents using Microsoft Office.
- Maintains Outlook calendar(s) in current and accurate status.
- Coordinates meetings and conference calls as needed or anticipated.
- Coordinates travel arrangements as needed.
- Answer phones promptly and uses good judgment to prioritize the distribution of messages in a timely manner.
- Prepares meeting materials and assists with the development of PowerPoint presentations.
- Responsible for keeping inventory of all office supplies and placing orders for replenishment when needed.
- Records minutes at various meetings and archives them accordingly.
- Performs all other related duties as assigned.

#### Requirements/Qualifications:

- Detailed oriented with good analytical skills **a must**.
- Proficient in Microsoft Word, Excel and Access.
- Ability to write, speak and interact clearly and professionally.
- Extremely organized. Strong multi-tasking and time-management skills.
- Can handle sensitive information with the highest degree of integrity and confidentiality.

Salary depends on skills and experience. To learn more about Safety Net Security Ltd., visit [www. Safetynetsecurity.ca](http://www.Safetynetsecurity.ca)