

Office Assistant / Circulation Coordinator

Part Time

The North Island Gazette is accepting resumes for a part time Office Assistant / Circulation Coordinator.

The candidate must have the ability to build relationships with clients and deliver with excellent customer service. They must be a team player and have the ability to work in a deadline environment.

We are looking for an individual with a positive attitude and an ability to multi-task.

- Successful applicant must be quick to learn industry specific software.
- Strong typing skills an asset.
- Physical ability to carry out the duties of circulation delivery.
- Must have a valid drivers licence to deliver the weekly paper to carriers and businesses, clean drivers abstract and criminal record check.
- Must have own vehicle to deliver the newspaper each Wednesday.

The North Island Gazette is the paper of record in our community and is owned by Black Press Community News Media, an independent and international media group with more than 190 community, daily and urban publications, 14 press facilities and more than 160 websites in B.C., Alberta, Washington, Hawaii and Ohio.

Candidates interested in this position should email or bring resume and cover letter to:

Natasha Griffiths, Publisher
natasha.griffiths@northislandgazette.com
#3-7053 Market Street, Port Hardy

