



## OFFICE ADMINISTRATOR

**LOOKING FOR A JOB CHANGE?** Port Hardy Bulldozing (PHB)/Glen Lyon Logging (GLL) is seeking an Office Administrator to start as soon as possible at our heavy construction office. This is a full-time position.

**The successful candidate shall have the following qualifications:**

- Minimum of two (2) years accounting/clerical experience.
- Good organizational and analytical problem solving skills.
- Proficient with Excel and Sage Accounting.
- Payroll experience is an asset.
- Team player with a positive attitude.
- Strong communication and interpersonal skills; and have a positive attitude and a willingness to learn.
- Ability to work with a team or independently.
- Ability to think strategically, anticipate task needs and develop creative and effective solutions to challenging obstacles.
- Good technical knowledge of all aspects of civil construction is an asset.
- Valid driver's license.

**Responsibilities:**

- Prepare and process accounts payable/receivable.
- Provide general administrative and clerical support.
- Post entries to Sage Accounting and work on Excel spreadsheets.
- Receive, direct and relay telephone messages and 2-way radio phone messages.
- Completing weekly, monthly and annual audits.
- Purchasing supplies as necessary.
- Participating in remote on-call activities.
- Preparing, reviewing and updating operating documents.
- Contributing to annual planning and budgeting activities.
- Committing to client and PHB/GLL Health and Safety practices and programs.

**Benefits:**

- Dental care
- Insurance (Life, Accidental, Long Term)
- Extended health care (incl. Vision)

This position requires the ability to work Monday – Friday and is an hourly position.

For further information on PHB/GLL and this position, please contact us.

Please forward your resume in confidence by email or in person by appointment only to the attention of:

Paul Tupper

PO Box 166, Port Hardy, B.C. V0N 2P0

Fax: 250-949-6581

paul@phbull.ca if hidden, call 250-949-6548 for email.

Thank you for all expressions of interest for this position.

Please note only those selected for interview will be contacted.