



Office Coordinator

Mowi Canada West is recruiting for the full-time position of Office Coordinator based out of our Campbell River head office. The successful candidate will be responsible for providing high-level clerical/administrative support to the executive and finance divisions. This is a key administrative role reporting directly to the Executive Support Coordinator and working closely with the Accounts Payable team and Procurement Department to ensure operational excellence in support of the organization.

Responsibilities:

- Initial point of contact at the office location, answering phones, greeting visitors, and maintaining the front office to ensure it is tidy and organized.
- Arranging domestic and international travel for management and staff and assist with meeting prep for corporate visitors, guests, and internal groups.
- Preparation of reports and documents, mail distribution, managing incoming and outgoing courier shipments and coordinating office supply orders.
- Scan and verify physical invoices in finance database.
- Review email for invoices/statements.
- Offer support to multiple departments, including processing POs, updating purchasing catalogues, maintaining Transport Canada vessel registrations.
- Support for company event planning.
- Company credit card reconciliations.

Qualifications:

- Administrative Office Assistant Diploma or Certificate is preferred.
- Minimum two years of administrative experience; experience with accounts payable functions and coordination of travel arrangements an asset.
- Advanced proficiency with Microsoft Office Suite with considerable experience in Excel, Word, and PowerPoint.
- Excellent oral and written communication skills.
- Accommodating, personable, and comfortable with diverse groups of people.
- Highly organized and able to handle a high workload while having strong attention to detail.
- Demonstrated ability to deal with sensitive and confidential matters using tact and discretion as appropriate.

Closing date: August 26, 2022.

We offer competitive wages, a comprehensive extended health care benefits package, annual incentive bonus and pension plan. To be considered for this opportunity with a progressive, growth-oriented company, please submit your resume and cover letter online at: <https://mowi.com/caw/people/vacancies>

[Apply for position](#)

APPLICATION DUE

8/27/2022

WORKPLACE

Campbell River, BC Canada

Mowi is the world's leading seafood company and the largest producer of farm-raised salmon. Every day, our 12,000 employees in 25 countries produce 7.5 million healthy and delicious meals, served to customers across the globe. Mowi covers the whole value and production chain, from feed to plate, and through our vision of leading the "Blue Revolution" we are dedicated to farming the ocean in a responsible and efficient way. Mowi is headquartered in Bergen, Norway, and is listed on the Oslo Stock Exchange.

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