

Administrative Assistant, Prince Rupert Training Center - 6 Month Contract

The British Columbia Maritime Employers Association (BCMEA) is an unaccredited employers association currently representing fifty-five customer member companies comprised of ship owners and agents, stevedores, container and cruise ship terminal operators.

As much of our industry is built around metal and machines, the shipping business has always relied on people to keep the supply chain moving, and it's this human side of the shipping business that we do best. We help optimize our members' operations by adding our expertise in labour relations, safety & training and recruiting.

Posting:

The BCMEA is recruiting for an Administrative Assistant. The Administrative Assistant will be a member of the BCMEA Training, Safety and Recruitment department. This role is responsible for answering all inquiries relating to training and recruitment, directing visitors, answering incoming calls and a large variety of other administrative tasks in support of the department. The Administrative Assistant will report directly to the Training Manager and work at the BCMEA Training Centre located in Prince Rupert, BC.

Responsibilities and Activities:

Reception

- Respond to telephone inquiries, collect and distribute mail, schedule meetings, provide back-up support as required
- Organize catering for meetings and book classroom and meeting rooms upon request for training
- Order office supplies, maintain office files, photocopy documents and respond to telephone inquiries

Administration

- Schedule and track training programs
- Provide support to facilities related work
- Responsible for taking weekly meeting minutes
- Build and maintain various Excel spreadsheets
- Maintain, scan, file, and update office files/ documents
- Data entry for all Training, Safety & Recruitment related documentation
- Prepare correspondence, reports and other documents
- Submit and track port pass applications
- Submit and track security clearance applications
- Assist with the administration, coordination and logistical efforts of special projects as required

Program Support

- Provide administrative support during recruitment periods which entails checking people in, receiving documents, entering information into internal systems and compiling information
- Provide support in any ad hoc duties requested by the supervisor

Knowledge, Skills & Abilities:

- A high school diploma or equivalent with a minimum of one year of work-related office or administrative experience
- Self-starter with excellent verbal and written communication skills
- Capable of working independently with minimal supervision and collaboratively as a member of a team
- Proficiency with Microsoft office, primarily Outlook, Word and Excel required
- Superior organizational skills
- Ability to prioritize and meet deadlines
- Superior attention to detail
- Excellent time-management skills
- Ability to multitask and work under pressure
- Critical thinking and the ability to resolve issues in a timely manner
- Driver's license and access to own vehicle required

Hours and Opportunities

- The posted position is a part-time position (20-25 hours per week)
- Opportunities for advancement are available
- The Prince Rupert Training Center operates Monday through Friday from 8am to 5pm
- The BCMEA is willing to provide the ideal candidate with a flexible schedule

Qualified applicants may forward a resume and cover letter by email to:

prtc@bcmea.com

The BCMEA is committed to employment equity and welcomes applications from everyone. We wish to thank all applicants for their interest and effort in applying; however, only those selected for an interview will be contacted.

