



Office Assistant - Part-time

BCHAZMAT Management Ltd. – Sidney, BC

Are you semi-retired and want something to do? Do you feel you still want to be part of the workforce? We are seeking a candidate for the position of Part Time Office Administrator to join our team. This is a permanent part-time position which will start out as a 2-3 days a week position with possibility of more hours for the right candidate. The candidate will also be required for vacation coverage and sick coverage. Currently we are looking for someone that is flexible with their schedule and wants to be part of a dynamic team.

Key Responsibilities

- Answer all incoming calls, and respond to caller's inquiries in a positive, professional manner
- Redirect calls as appropriate and take clear, concise messages when required
- Greet, assist and direct all visitors
- Prepare packages and arrange courier pick up
- Arrange meeting room schedule and bookings
- Assist Office Manager where needed
- Contribution of projects as required (i.e. labels, bulk mailing, etc.);
- To complete other duties as assigned
- Helps maintains an up-to-date client database with Customer Relationship Management System
- Upholds client confidentiality
- Ability to populate RFP's for business growth

Qualifications

- Above average interpersonal, oral and written communication skills
- Extremely organized, efficient and possesses great attention to detail
- 1 or more years' experience in office environment
- Must exhibit professional and polished telephone manner
- Ability to handle multiple tasks at once, work under pressure, and meet deadlines
- Highly organized and detail focused
- Expertise in Microsoft Office (Word, Excel, PowerPoint, E-Mail)
- High School Diploma
- Successful Criminal Records Check
- Valid Driver's License and Reliable Vehicle

Please email your cover letter and resume. In your cover letter explain how this permanent part-time position meets your needs.

We are looking for a candidate who can become a long-term member of our team. Only those candidates selected for an interview will be contacted.