

Office Assistant Employment Opportunity in Smithers

Thomas Robinson Consulting Ltd. believes “Every Person Belongs”. Through a family-person centered team approach we provide inclusive, individualized services in home communities.

We are looking for an office assistant to be responsible for handling clerical tasks in our Smithers office. In order to be selected the ability to demonstrate good judgement and a high degree of confidentiality is essential. This position offers a competitive salary.

JOB SUMMARY

As the office assistant you will handle incoming calls and other communications, manage filing systems; update paperwork; maintain documents; performs general office assistant duties and errands; maintain supply inventory; create, maintain, and enter information into spreadsheets and databases.

QUALIFICATIONS/EXPERIENCE

- Office Assistant or related certification
- Minimum 2 years’ intermediate experience using computer technology in an office setting, i.e., MS Office, Excel, PowerPoint, Outlook, Databases and internet.
- Minimum 2 years’ experience as an office assistant or in a related field
- Strong communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Ability to work well under limited supervision.
- Excellent organization and communication skills
- Successful completion of the BC Ministry of Public Safety and Solicitor General Criminal Records Check,
- Driver’s license and abstract, ***must*** have reliable vehicle
- Commitment to obtaining Privacy and CPI certification
- ***Must*** be 19 years of age or older.

START DATE: ASAP

CLOSING DATE: Will Remain Open Until Filled

APPLICATION INFORMATION

Respond in confidence by submitting a **cover letter and current resume** to
Thomas Robinson Consulting Ltd.

Email: trcl@trcl.ca or **FAX:** 250.847.1786

