

# Career Opportunity

## CLIENT SERVICES ADMINISTRATOR

Southport, Manitoba

### **BUILD YOUR CAREER AT CANADIAN BASE OPERATORS**

For over 25 years, Canadian Base Operators has provided customized facilities management and logistical support services to clients in the Canadian Defence, aviation, and energy sectors. We are a performance-based contractor, committed to partnering with our clients to ensure the long-term success of their highly specialized facilities and operations.

### **ABOUT THIS CAREER OPPORTUNITY**

Canadian Base Operators' Southport team is growing! If you are committed and collaborative professional looking to contribute to a hard-working, innovative team, this opportunity is for you. As a proud partner of Kelowna Aerospace Defence Programs, we deliver numerous support services tailored to our client, the Royal Canadian Air Force (RCAF).

The Client Services Administrator (CSA) position is a full-time permanent role located in Southport, MB and reports directly to the Client Services Supervisor. Their primary focus is to provide direct administrative and office support to all staff and students. Duties and responsibilities include but are not limited to:

- Receive and screen all inbound telephone calls, emails and visitors in a positive and professional manner
- Refer and redirect calls, emails or visitors as required
- Maintain confidentiality of staff and student information
- Review and complete reports, letters and minutes for formatting, grammar and spelling
- Plan, prepare and present information to incoming courses
- Receive incoming packages, letters, etc. and distribute them
- Process claims and book travel arrangements
- Coordinate and track boxed lunch services
- Prepare and submit reports and bookings in hotel software
- Order and maintain stock of office supplies
- Provide back-up for other CSA personnel
- Troubleshoot and/or escalate office administration issues
- Maintain updated records and files
- Participate in the prevention of accidents and promote a safe working environment

### **COMPETENCY REQUIREMENTS**

- Communicates Effectively
- Customer Focus
- Problem Solving and Innovation
- Teamwork and Collaboration
- Values and respects others

### **EDUCATION REQUIREMENTS**

- High School Diploma or equivalent
- Certificate in the administrative field or related an asset

## **WORK EXPERIENCE REQUIREMENTS**

- 1-3 years of administrative experience in an office environment
- Knowledgeable of RCAF administrative functions and processes an asset

## **SKILLS, ABILITIES, AND OTHER REQUIREMENTS**

- MS Office (Word, Excel, Outlook)
- High attention to detail, extremely organized and works effectively with shifting priorities
- Self-motivated, reliable and resourceful
- Eligible to obtain an Enhanced Reliability Clearance by the Canadian Industrial Security Directorate

Canadian Base Operators welcomes and encourages applications from persons with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the recruitment and selection process.

**If you are an existing Canadian Base Operators' employee, please notify your supervisor of your interest and intent to apply before applying.**

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