

## Career Opportunity

### ADMINISTRATIVE ASSISTANT

Southport, MB – Permanent P/T

### **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 a committed and collaborative professional looking to contribute to a hard-working, innovative team, this opportunity is for you. As a proud partner with Kelowna Aerospace Defence Programs, we deliver numerous support services tailored to our client, the Royal Canadian Air Force (RCAF).

The Administrative Assistant is a part-time permanent role located in Southport, MB and reports to the Financial Analyst. Their primary focus is to provide administrative support to the support services team. Duties and responsibilities include but are not limited to:

- Receive, review and accurately enter information into online database and update appropriate tracking files
- Maintain routine records and filing system of all work orders, reports, reviews and other pertinent information
- Create, process and close work orders (WO's) and purchase orders
- Reconcile parts and supply deliveries with associated WO's
- Plan and prepare meetings and events as needed
- Provide back-up for other administrative personnel
- Order and maintain condition of office supplies and equipment
- Ensure work is performed in compliance with established confidentiality requirements
- Receive and screen all inbound telephone calls, emails and visitors in a positive and professional manner
- Greet vendors, customers, and other visitors, ascertain nature of their business and direct them to employer or appropriate person
- Ensure company orientation is provided for new contractors
- Sort incoming and electronic mail
- Participate in the prevention of workplace incidents and promote a safe working environment
- Perform other duties as needed

### **COMPETENCY REQUIREMENTS**

- Change Orientation
- Communicates Effectively
- Customer Focus
- Problem Solving and Innovation
- Teamwork and Collaboration

## **EDUCATION REQUIREMENTS**

- High School Diploma or equivalent
- Completion of post-secondary school or administrative courses an asset

## **WORK EXPERIENCE REQUIREMENTS**

- 1-3 years of administrative experience in an office environment

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

- High attention to detail and accuracy
- Intermediate use of MS Office (Word, Excel, Outlook)
- Organized and demonstrated time management
- Self-motivated, reliable and resourceful
- Exceptional verbal and written communication
- Proficient user of JD Edwards or be capable of being trained on it
- Eligible to obtain an Enhanced Reliability Security 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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