

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 our office team. The hours of work are from Monday to Friday, 8:00 am – 12:00 pm. Duties and responsibilities include but are not limited to:

- Receive, review and accurately enter timesheets into online database/accounting system
- Maintain manual and electronic files
- Create, process and close WO's and purchase orders
- Order and maintain office supplies and equipment Assists in sorting incoming and electronic mail
- Plan and prepare meetings and events as needed
- Provide back-up for other administrative personnel
- Operate office machines
- Answer telephone calls and emails in a positive and professional manner
- Receive visitors and notify of their arrival
- Ensure work is performed in compliance with established safety and confidentiality requirements
- Participate in the prevention of workplace incidents and promote a safe working environment

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
- Must ensure confidentiality of information that is being accessed
- Proficient user of JD Edwards or be capable of being trained
- Eligible to obtain an Enhanced Reliability Security clearance by the Canadian Industrial Security Directorate

Due to many mandatory vaccination requirements at client projects / facilities, in order to provide substantial employment by ensuring compliance with our client's mandates, the successful candidate may be required to validate full vaccination prior to hire.

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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