



## ADMINISTRATIVE ASSISTANT

**Meridian Forest Services Ltd** currently has a career opportunity for an **Administrative Assistant** located at our head office in Coombs, BC.

Meridian is an innovative natural resource management consulting company based on Vancouver Island, British Columbia. Our team provides clients with professional services for the Private and Crown sectors of British Columbia's Forest Industry.

The Administrative Assistant will work with our Executive Administrator. This role will be part-time with hours estimated to be 24 per week. In this role, you will be responsible for supply management, health and safety program updates, file management, and assist with receivables, payables, and payroll. With training, the right candidate will be comfortable completing bookkeeping and payroll functions for holiday coverage. We offer competitive wages, health benefits (after probation period) and a collaborative work environment.

The successful applicant should have:

- Bookkeeping and payroll courses or experience
- Proficient in MS Office and QuickBooks
- Experience with MS Publisher and social media will be an advantage
- Familiarity with Safety Program compliance and WCB or willingness to learn
- Excellent typing accuracy and attention to detail
- Work well independently and as part of a team
- Self-starter and motivated to succeed

If you have a great work ethic and are interested in working with a great group of people, then Meridian is for you. Interested applicants should submit a cover letter and resume in confidence to [info@meridianforest.ca](mailto:info@meridianforest.ca). or mail resumes to Unit #15-1010 Shearme Road, Coombs BC V0R 1M0. Only those applicants selected for an interview will be contacted. Thank you for expressing an interest in Meridian Forest Services Limited.