



# EMPLOYMENT OPPORTUNITY

## ADMINISTRATIVE ASSISTANT

LOCATION: SKIDEGATE OFFICE

### POSITION SUMMARY

Taan Forest Limited Partnership (Taan), a subsidiary of Haida Enterprises Corporation (HaiCo) requires a highly motivated candidate to be part of its administrative team. The Administrative Assistant is responsible for the Reception and Administrative work of Taan and HaiCo. As such, they are the face of Taan and HaiCo providing administrative support services as assigned. In general, provide support for operational matters such as vehicles, properties, filing and information systems maintenance, along with performing administrative support work for Taan and HaiCo staff.

### TRAINING, EDUCATION AND EXPERIENCE

Working knowledge of good office practices;

- Excellent administrative and organization skills, strong capacity for detail and accuracy
- Effective communication skills
- Good interpersonal skills necessary for customer, vendor and team relations
- Intermediate knowledge of office suite, general computer skills.
- At least five years administrative experience.
- Formal training in office/administrative procedures
- Proven capacity to maintain confidentiality
- Class 5 or better Driver's Licence

### HOW TO APPLY

If you are interested in this career opportunity, please send a resume and cover letter to [hr@haico.ca](mailto:hr@haico.ca) with the heading "*Taan Administrative Assistant*".

**Application Deadline: June 9, 2020 at 4:00pm**

Preference in hiring will be given to qualified Haida citizens. We thank all candidates for their interest however only those selected for an interview will be contacted.