



**North Star Adventures Ltd.**

**Permanent, Full-Time**

# **OFFICE ADMINISTRATOR**

**Wage:** \$32.00/hour

**Hours:** 40 hours/week

## **Duties:**

- review, evaluate and implement new administrative procedures
- establish work priorities and ensure procedures are followed and deadlines are met
- carry out administrative activities of establishment
- co-ordinate and plan for office services such as accommodation, relocation, equipment, supplies, forms, disposal of assets, parking, maintenance and security services
- oversee and co-ordinate office administrative procedures
- work in various areas of the organization, such as customer service, marketing and sales

## **Business Equipment and Computer Applications**

- Microsoft Publisher, electronic mail, electronic scheduler, Spreadsheet, MS Outlook, MS Excel, project management software, MS PowerPoint, MS Windows, MS Office, MS Word

## **Personal Suitability**

- effective interpersonal skills, excellent written communication, organized, flexibility, reliability, excellent oral communication

**Education:** college or Bachelor's degree

**Language:** English

**Apply by email or in person at:**

[info@northstaradventures.ca](mailto:info@northstaradventures.ca)

**Job location:** 401-100 Beck Court, Yellowknife, NT