



JOB POSTING: Administrative Coordinator & Assistant

Location: Prince Rupert, BC

Start Date: April 15, or as soon as possible

Duration: Permanent FTE

Compensation: Commensurate on experience

Terms of Employment: A full-time position will be based on a 5-day work week. This position includes enrollment in an excellent dental and health care benefits program.

The position will be housed in Prince Rupert, BC. Remuneration is semi-monthly. Travel and miscellaneous expenses, as required for job performance, are compensated according to the organization's policy manual.

Background

Teem Fish Monitoring (Teem Fish) is a federally designated fisheries monitoring service provider that combines best-in-class technology with deep fisheries expertise to deliver reliable electronic monitoring (EM) systems, round-the-clock service, and accurate, verifiable data.

We provide technical support and on-vessel services to the Area A Crab fleet out of Prince Rupert, and the New England groundfish fishery. The Area A commercial crab fleet fishes the waters of Hecate Strait, Haida Gwaii, and the Goose Bank. After a six-year pilot project, Electronic Monitoring (EM) is also being used in the New England groundfish fishery to collect certain data sets compared to the At-Sea Monitoring (ASM) program of the National Marine Fisheries Service (NMFS).

About the Position

The administrative assistant & coordinator, will manage the technical inventory for Teem Fish projects, draft up invoices, collect payment from fishermen, and provide program support for both area managers.

The successful applicant should have an eagerness to learn, interest, or experience with computers and/or electrical systems, and be equipped to work outdoors in variable weather conditions.

Administrative Duties

- Work with technicians to maintain a running list of all inventory (monthly check-ins) and notify Operations Manager when equipment orders are needed
- Manage all service records of EM technician time and equipment installed
- Check-in with vessels and organize system upgrades

- Assist Program Managers on Teem Fish programmatic paperwork from clients, such as distribution and management of data sharing and non-disclosure agreements
- Handling and assisting with payroll, expense reports, and incoming/outgoing payments

Requirements

For this position, applicants should have excellent organizational and communication skills, and some administrative or managerial aptitude, training on our software systems will be provided.

Qualifications

- Post-secondary education related to management, administration, or comparable relevant experience within the subject
- Proficient with computers and experience with Microsoft Excel, Google Sheets, or similar spreadsheet applications
- Experience working with accounting software like Xero an asset
- Experience invoicing clients and managing inventory as an asset
- Experience dealing in customer service, and communicating to clients an asset
- Good time management and organizational skills, along with attention to detail
- Work well under pressure
- Proficient and comfortable working in English
- Ability to work independently with a high level of self-motivation as well as the ability to take direction from managers and be a team player

To Apply

Please submit a resume by **April 15, 2023**, outlining how you meet the desired qualifications by emailing to *hr@teem.fish*

Questions about the position can be submitted to our operations manager at *miranda@teem.fish*

We encourage all interested parties to apply. Only short-listed applicants will be contacted for an interview and will be asked to provide references.