



Employment Opportunity Executive Administrator

Nunatsiavut Marine Inc. (NMI) is seeking a person to fulfill an Executive Administrator position on a temporary full time (maternity relief) basis in Lewisporte, NL. NMI currently operates 2 service contracts with the Government of Newfoundland and Labrador for the Labrador Marine Service. The successful candidate will report directly to the Operations Manager while maintaining strict confidentiality in all company related matters.

Responsibilities:

- Prepares, maintains, and submits data and reports, meeting required deadlines, while adhering to strict confidentiality and industry standard backup procedures.
- Receives and distributes incoming regular and electronic mail, and other material, and co-ordinates the flow of information internally with other departments within the organization.
- Ensures quality control procedures are followed by employees in completing bills of lading, passenger tickets, and other documents.
- Schedules and confirms appointments for receiving freight from commercial shippers.
- Orders and maintains an inventory of supplies for NMI office locations and worksites.
- Sets up and maintains manual and computerized information filing systems.
- Greets visitors, answers telephone and email enquiries, and directs customers to appropriate departments while maintaining a high level of customer service.
- Supervises and trains office staff in documentation procedures and in the use of current software.
- Assists in other departments when required during peak periods of operation.
- Other duties as assigned by the employer within reason and within the scope of the position title.

Working Conditions:

- Must be available to work outside of regular business hours, including evenings, weekends, and holidays when required.
- Must be available to travel on short term business trips when required.
- The employee will sometimes be required to work in areas that are noisy, high traffic areas, with moving machinery and equipment.

- The employee must wear appropriate personal safety equipment as outlined by Occupational Health and Safety in the Province of Newfoundland and Labrador when required.

Qualifications:

- Skills required would normally be obtained through an office administrative educational program or equivalent.
- Minimum of 3 years' experience in an industrial office environment in an administrative role.
- Must be knowledgeable in the use of computers and current office software such as MS Excel, MS Word, and MS Access.
- Must have a valid driver's license and access to a personal vehicle for transportation.
- Experience in the marine transportation industry and/or warehouse environment would be considered an asset.

Preference will be given to beneficiaries of the Labrador Inuit Land Claims Agreement.
Qualified and interested candidates please forward your resumes by **January 29, 2018** to:

careers@labradorferry.ca