



# JOB OPPORTUNITY

## **HY-TECH DRILLING IS LOOKING FOR AN ADMINISTRATIVE ASSISTANT TO JOIN OUR TEAM AS SOON AS POSSIBLE, AT OUR HEAD OFFICE IN SMITHERS, B.C.**

The Administrative Assistant is responsible for providing reception and administrative support that ensures smooth day-to-day operation, and carries out responsibilities in reception, general administration, record keeping, and support for multiple departments as required.

### **EXPERIENCE & QUALIFICATIONS**

- Strong team orientation and customer service attitude
- Strong organizational skills and attention to detail
- Experience in event planning
- Ability to balance multiple priorities and meet deadlines
- Ability to work independently following system processes
- Ability to communicate clearly and concisely, both orally and in writing
- Strong computer skills and proficient in the use of Microsoft Office
- Ability to handle sensitive and confidential information appropriately
- Minimum high school diploma or GED
- Office Administration Certificate or Diploma preferred
- Valid Class 5 Driver's Licence

### **WHAT HY-TECH OFFERS YOU**

- Permanent, full-time position, 8 A.M. - 5 P.M. Monday to Friday
- Current wage scale for this position is between \$17.85 and \$23.00 per hour
- Competitive full benefits package and employer-matched RRSP program upon successful completion of 3-month probationary period
- Family access to Bulkley Valley Pool and Recreation Centre
- Career growth, development and continuous learning opportunities

<b>APPLICATION DEADLINE</b>	Sunday September 16, 2018
<b>HOW TO APPLY</b>	Email your resume and cover letter to <a href="mailto:jobapps@hy-techdrilling.com">jobapps@hy-techdrilling.com</a> and include 'Smithers Administrative Assistant' in the Subject Line, or drop off in person at 2715 Tatlow Road, Smithers, B.C.
<b>FOR MORE INFORMATION</b>	Call Beryl at 250-847-9301 ext. 2021

