

March 27, 2017

North Vista Advisors is seeking candidates for a 6-month, part-time contract position:

Administrative Coordinator

Located in: Thunder Bay, Ontario

DESCRIPTION

Located in Thunder Bay, North Vista is a project based consulting firm focused on energy evaluation, planning, project development, project management, and business/economic advisory services in Northern Ontario. North Vista also undertakes its own investment/development activities. North Vista has experience working with an array of clients including: large and junior mining companies, First Nations, municipalities, corporations, and non-profits. More information can be found at www.northvista.ca

The Administrative Coordinator will manage North Vista's internal administration and will support the team on its projects. We aim to develop the individual within the organization with the goal of adding value to our business, and providing the opportunity for the individual to grow within the organization.

This is a unique opportunity for a flexible work environment, including flexible work hours and work from home.

RESPONSIBILITIES

Administrative assistance and support to team members on projects and internal operations through a variety of tasks related to organization, administration, and communications.

The Administrative Coordinator's internal organizational responsibilities may include, but not be limited to: development and maintenance of a filing system, assistance with development of document templates, development of proposals, records management, assistance with business development activities, and other organizational and administrative duties as required.

The Administrative Coordinator's project support responsibilities may include, but not be limited to: assistance with the preparation of reports, memos, and documents, organization and scheduling of meetings and appointments, arrangement of meeting logistics, planning and coordination of events, booking of venues, travel arrangements for project team

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members, database development/management, coordination of the purchase and delivery of equipment, assistance with the development of presentations, and other organizational and administrative duties as required.

QUALIFICATIONS

- Graduate of post-secondary university or college in either office/business administration, office management, human resources, business, computers; or other post-secondary degrees with relevant experience will be considered
- Experience with office management systems and procedures
- Background or experience working with energy companies, mining companies, municipalities, or First Nations is an asset
- Proficient in Microsoft Office applications
- Strong organizational and planning skills
- Motivated and hard working with the ability to work independently
- Excellent time management skills and multi-tasking ability
- Awareness of, and respect for, cultural diversity
- Must be willing to work irregular work hours
- Strong oral and written communications skills
- Must possess a valid (Class G) driver's license and have access to a reliable vehicle
- Flexibility to work from home, however, may also work from the North Vista office or project office(s)

WAGE AND CONTRACT TERM

- Six (6) month contract term, with opportunity for contract extension
- Part time (estimated 15 - 30 hours per week)
- Potential wage of \$20 – \$25 per hour depending on qualifications

APPLICATION

- Application deadline is April 14th 2017
- Email resume to Ben Raison (braison@northvista.ca)