**Administrative Assistant**

**Hiring:** Permanent Position, Full-time (35-40hrs/week)

**About Us:**

Biologica is a growing family-operated Canadian aquatic biomonitoring company, located in Victoria, BC. Through our substantial growth we have remained deeply committed to providing consistent and accurate results to our clients, and maintaining superior customer service.

**About the Role:**

The Administrative Assistant will play a crucial/supportive role for the leadership team and as such they will be required to be detailed oriented, demonstrate precision with the English language, and be highly organized and adaptive to perform a variety of administrative and clerical tasks.

Duties of the Administrative Assistant will range from: preparing written communications, running errands, overseeing office maintenance, managing multiple schedules and timelines, researching equipment cost estimates, to booking travel. In addition, the successful candidate will manage our phonelines, office email accounts, organize/build electronic files and assist in the company’s general administrative activities. This position offers a lot of variety and room for growth in training for laboratory and office tasks.

The successful candidate must be proven to be proficient with Microsoft Office, with the ability to manage multiple priorities, be efficient, and be able to work independently. On-the-job training will be provided to ensure the successful candidate has the required knowledge to prosper.

**Additional responsibilities, not limited to:**

* All reception duties
* Develop and maintain a filing system
* Maintain contact lists of clients and staff
* Organize office events and social activities
* Assist in hour summary for payroll reports
* Ordering of office supplies
* Shipping and receiving
* Membership renewals, funding applications
* Assist with company social media posts
* Run errands

**Required Skills and Abilities:**

* Advanced Microsoft Office (Excel and Word) skills
* Strong organizational skills with the ability to multi-task
* Detail oriented and problem-solving skills
* Experience collaborating with a leadership team
* Strong and effective written and verbal communication skills
* Ability to work efficiently while maintaining timelines
* Ability to adapt to the changing needs of the positon
* A proven self-starter who takes initiative and thrives in a fast-paced environment, and find new ways to contribute and innovate during slower periods
* Valid driver’s license

**Applicants:**

Candidiates should submit a resumé and cover letter through our posting on Indeed.com.

We regret that we are unable to respond to all applicants at this time, and only candidates selected for an interview will be contacted.