



#2 3653 3rd Avenue, Port Alberni, British Columbia, V9Y 4E7
Phone: (778) 421-2112 Email: info@ncnseafood.com

Job Opportunity - Nuu-chah-nulth Seafood LP Administrator

Nuu-chah-nulth Seafood LP is an Aboriginal owned sustainable seafood business with seafood access through licenses and quota. Nuu-chah-nulth Seafood provides seafood development guidance and training opportunities to its membership. Located in Port Alberni on the west coast of Vancouver Island, Nuu-chah-nulth Seafood LP is seeking an Administrator to assist the growing company in all aspects of office administration including but not limited to budgeting, reporting, data management, reporting, minute taking at board meetings and shareholder meetings, contract management, co-ordinating marine safety training courses for fishermen/women.

The successful candidate will be proficient in oral and written communication, word processing, multitasking and dealing with email and telephone enquiries. NSLP recognizes that a good administrator within an organization is a demanding job that is integral to the success of the business. On the job mentoring will be provided. Reporting to the General Manager, hours are estimated at 3 days a week (24 hours).

Based on skillset and interest in commercial fisheries management, this could become a full time position that would include managing commercial fishing licences and quota.

RESPONSIBILITIES (include but are not limited to):

Assist with applicable funding activities.	Financial management
Bookkeeping	Office administration activities
Coordinate marine safety training	Commercial fisheries license and quota administration
Assist with special projects	

JOB SKILLS, EDUCATION AND EXPERIENCE The successful applicant will possess skills and experience in the following areas:

Minimum Grade 12 equivalency	Understanding of Sage 50 bookkeeping software
Strong computer skills	Proficient in Word, Excel, Outlook social media management
Strong organizational skills	Strong writing skills
Reliable transportation	Effective communications skills
Knowledge of First Nation Traditional Values & Philosophies	

HOW TO APPLY Submit a cover letter, resume and three current references by February 7, 2020 at 12:00pm Noon to the attention of the General Manager via email to info@ncnseafood.com or by mail or in person to #2 3653 3rd Avenue, Port Alberni, British Columbia, V9Y 4E7.