



## **Administrative Assistant, Bannikin**

Part Time, Permanent

### **Compensation**

\$14 (CAD) Hourly

### **Reports To**

The business owners Ian Sheridan and Caitlyn Terry.

### **Job Overview**

The Administrative Assistant is responsible for operational oversight of Bannikin Canteen, aboard the MV Veteran. The role includes, but is not limited to, issues pertaining to staffing, scheduling, vendor relationships, marketing and public relations. The successful applicant will be a proactive, problem-solver with highly developed interpersonal skills and will be capable of completing a variety of administrative duties.

### **Responsibilities and Duties**

- Supervise Canteen Attendants
- Schedule all staff according to Canteen requirements.
- Maintain and establish positive relationships with vendors and suppliers.
- Oversee and maintain operational standards.
- Work with Business Owners on matters pertaining to Human Resources.
- Respond proactively and appropriately to Public Relations matters
- Ensure the quality of customer experience by developing positive interpersonal relationships.
- Generate reports and assist with administrative needs as they arise.

### **Qualifications**

- College or University Degree a plus.
- Previous industry, or management experiences an asset.
- Must be computer literate with a strong understanding of Word and Excel.
- Basic Social Media skills an asset.
- Understanding of Public Relations including how to engage with customers and the general public.
- The ideal candidate will be a proactive, self-starter, requiring minimal oversight.
- Fully Graduated Driver's License required.
- The candidate must be able to stand for long periods of time, and must be able to safely lift 50 lbs unassisted.