

JOB POSTING

Position

Administrative Assistant

Work Site

Envirogreen Technologies Ltd. Contaminated Waste Treatment Facility is located approximately 20 KM Southwest of Princeton, B.C. V0X 1W0.

About Envirogreen Technologies

Envirogreen Technologies Ltd. (ETL) is an established waste management company, leading the way in the treatment of hazardous and non-hazardous wastes. Our permitted hazardous waste treatment facility located outside of Princeton, BC, utilizes thermal desorption technology to treat a wide range of industrial waste and contaminated soil.

The Opportunity

ETL is looking for a motivated Administrative Assistant with proven experience to join our team.

The Administrative Assistant works under the direction of the Facility Administrator and any assigned Supervisors and works with other employees within the company to ensure safe work practices and policies, compliances and regulations are adhered. The Administrative Assistant will be required to perform various tasks at the Work Site.

Main responsibilities will include general office administration and maintenance, tracking and ordering office supplies and specific site consumables, receive and direct trucks, operate weigh scale, completes and disburses shipment documents for inbound/outbound materials, liaise with truck drivers and site visitors, data entry and reporting, assist with office events and activities.

The Administrative Assistant will work closely with facility staff to create a positive and safe working environment, be a resource to management and facility staff for health and safety information and promote health and safety programs in the workplace.

- Minimum Education: Secondary School Diploma or equivalent
- Business Administration degree or diploma an asset
- Experience in the construction industry a definite asset
- Licence: Valid Class 5 driver's licence and access to reliable transportation
- Language: English
- Typing: minimum 40 wpm
- Proficient use of office-based software including Microsoft Office Suite (upper level excel skills required)
- Desktop publishing experience is an asset

- Solid work history and attendance record
- Ability to promote and enforce company's PPE and site indoctrination requirements

Core Job Duties

- General office administration (answer phones and inquiries, arrange and receive couriers, scanning/filing, etc.)
- Track and order office supplies and specific site consumables
- Receive and direct trucks
- Operate scale (weigh in/out using Scale Program)
- Complete and disburse shipping documents for inbound/outbound materials
- Liaise with truck drivers and site visitors (ensure required PPE and site indoctrination completed)
- Data entry and reporting
- Assist with office events and activities
- Maintain a high level of confidentiality in all interactions
- Maintain a professional image and demeanor with all employees, management, and visitors
- General office maintenance
- Other duties, relevant to the position, shall be assigned as required.

Qualified applicants send resume to Envirogreen Technologies Ltd.: careers@envirogreentech.com

Qualified applicants should visit Envirogreen Technologies website: www.envirogreentech.com

About Princeton

Princeton, one of the sunniest places in BC, sits at the junction of the Similkameen and Tulameen rivers in the South Okanagan, East of the Cascades. The mountains, valleys, and hundreds of kilometers of backcountry roads are a beautiful natural setting for year-round outdoor activities. The rivers and lakes are excellent for tubing, kayaking, swimming, or trout fishing. The nearby Kettle Valley Rail Trail is great for hiking and cycling.

Other amenities in Princeton include an outdoor pool, arena, curling club, bowling alley, golf course, basketball court, splash park, skate and bike park, community centre, theatre, library, and museum. For the hockey enthusiast, Princeton is the home of the Princeton Posse, a junior hockey club. There is also a regional airport, a riding club, music society, garden club, ATV club and many other organizations to get involved with.