

Down to Earth Biology

EDI is an employee owned company that has been in business for 24 years with offices across western and northern Canada. We understand that our greatest asset is our people, a belief that has fostered a terrific team environment and very high employee retention. Visit our website at www.edynamics.com to learn more about us.

The successful candidate will be responsible for the following:

- Primary administrative support for 12+ professionals in our Calgary, Grande Prairie and Saskatoon offices
- Support the Regional project management team through all phases of projects
- Monitor/maintain tracking tools to provide effective reporting
- Maintain MSA agreements, ensure budgets are up-to-date and follow up with PM's for any inconsistencies
- Create project numbers, enter expenses, time and other data entry into time & billing software
- Generate invoices and submit to clients in a timely manner
- Orientation of new team members ensuring alignment with company policies
- Coordinate travel needs
- Coordinate the flow of information internally and with other EDI branch locations and organizations
- Maintain accurate information filing systems
- Perform general administrative duties as required by the Administration Director

Requirements:

- Must be organized, dependable and highly attentive to detail
- Ability to prioritize multiple tasks and work with continuous interruptions
- Must be patient, friendly, hardworking, a team player and able to take initiative
- Must be able to work independently, with minimal supervision
- Must be enthusiastic and professional
- Understands the need to quickly change priorities and respond in a positive manner

Experience:

- A minimum of 5 years Administration experience required
- Proficient in Microsoft Office
- Knowledge of bookkeeping principles
- Familiarity with time billing software
- Experience with Open Invoice/Cortex/Ariba
- An understanding of the oil and gas industry would be considered an asset

Please drop off your resumé in person by March 23rd, 2018 to Susan Norman:

301 George St. Prince George, BC

Applicants will be considered as their resumes are received

Only candidates requested for personal interviews will be contacted