

Expeditor/Admin Assistant

Whitehorse, YT



Down to Earth Biology

EDI focuses on living things and where they live and has been operating in the Yukon for 18 years. We concentrate on the practical application of aquatic and terrestrial science to meet industry needs while maintaining the integrity of the environment that we all share.

We have dynamic staff who rely on a strong support system. If you are efficient at getting things done, organized, a good communicator, practical, and versatile, this position may be for you. Our expeditor/admin assistant will assist EDI project and administrative staff in getting tasks done. Responsibilities will involve reception, purchasing, shipping/receiving, equipment maintenance, data entry, running of errands and other miscellaneous tasks.

Requirements:

- Ability to work well in a fast paced team-oriented environment
- Ability to effectively balance priorities
- Good organizational skills
- Good communication skills
- Level headed and dependable
- Class 5 drivers' license (clean record)
- A willingness to learn new things

This is a seasonal position with potential for extension and offers between 20 - 30 hours per week. Please email your resume to: employment@edynamics.com with #YT099 in the subject line. Applications will be considered as soon as they are received until May 18th, 2018.

Applicants will be considered as their resumes are received and may be requested for an interview prior to the closing date. Only candidates requested for personal interviews will be contacted. Should an individual with the required qualifications not be available, applicants with closely related qualifications may be considered. As a result, the position may be reclassified and offered without reposting.

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