

Office Administrator
Permanent Full-time Position
Whitehorse, YT



Down to Earth Biology

Since we started EDI 26 years ago, our people have defined our culture and have been instrumental in our success. As we continue to grow, we look for team members who want to grow their careers and make a difference by working with our senior leaders. Our culture focuses on quality, support, mentoring, teamwork, positive attitudes, and flexibility to “do it right” for our clients. We promote innovation at all levels. Our members are self-motivated, enthusiastic for continual improvement and strong communicators. Through relationships built among team members, we realize that EDI is not just a company, it is our company.

EDI is seeking an experienced and dependable individual for Office Administrator role to undertake administrative tasks, ensuring the rest of the staff has adequate support to work efficiently. The ideal candidate will efficiently execute tasks with a high level of accuracy and will have the ability to work both independently and as a member of the team.

The successful candidate will be responsible for following:

- Reception and general office duties
- Administrative support for a team of professionals
- Support regional project management team through all phases of projects
- Communicate relevant information to project team
- Create new job numbers by inputting project information in the time & billing software
- Enter expenses and other data entry
- Generate invoices and submit to clients in a timely manner
- Orientation of new team members ensuring alignment with company policies
- Coordination of travel needs
- Coordination of information internally and with other EDI branch locations and organizations
- Maintain accurate information filing systems

Job Requirements:

- Strong organization skills
- High attention to detail
- Effective communications skills
- Strong interpersonal skills
- Proficient in Microsoft Office
- Manage a substantial workload and prioritize tasks
- Work independently and take initiative
- Adapt and demonstrate flexibility

Experience:

- Prior administration experience is an asset
- Knowledge of bookkeeping principles
- Familiarity with time & billing software or ERP system

At EDI, we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates. EDI believes that diversity and inclusion among our teammates is critical to our success as a growing environmental company, and we seek to recruit, develop and retain talented people from a diverse candidate pool.

*If you are ready for new challenges and a rewarding career experience, please email your resume and cover letter in confidence by **July 23, 2021** to: employment@edynamics.com with **EDI2021-020** in the subject line. Only candidates requested for personal interviews will be contacted.*