

Office Assistant/Logistics Coordinator

Permanent Full-time Position

Prince George, BC



Down to Earth Biology

Since we started EDI over 27 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 make a difference by helping people and the environment. Our culture focuses on teamwork, a positive attitude, and adaptability to dynamic situations. We promote innovation at all levels. Our members are self-motivated, enthusiastic for continual improvement and effective 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 Assistant/Logistics Coordinator position to join our team. 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 the following:

- Answer and relay telephone and electronic enquiries
- Greet clients and visitors
- Shipping and receiving including the sorting and distribution of mail
- Co-ordinate the flow of information internally and with other branch locations
- Book travel, including but not limited to flights, hotel, vehicles, and truck rentals, using an established process
- Manage field truck rentals
- Provide assistance for maintaining the daily field schedule
- Resolving scheduling issues as they arrive and communicating schedule changes as required to the project team members
- Order office supplies and maintain inventory
- Bank deposits
- General support to the office
- Other key responsibilities as assigned

Job requirements includes:

- Strong organization skills
- Effective communications skills
- Detail oriented and excellent documentation skills
- Proficient in Microsoft Office
- Must have a valid driver's license
- Adapt and demonstrate flexibility

Assets:

- Previous experience in booking logistics for multiple field programs
- Previous experience in reception

Application deadline: September 09, 2022

www.edynamics.com

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At EDI, we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and team members. EDI believes that diversity and inclusion among our team members 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: employment@edynamics.com with **EDI2022-061** in the subject line. Only candidates requested for personal interviews will be contacted.*

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