

Bridgeview Marine Ltd.

537 Beach Road, Sandspit, BC, V0T 1T0

We are looking for an Office Administrator with strong customer service skills to join us at our location in Sandspit, BC. Knowledge of the marine industry is a definite asset.

This is a part time position with potential of full-time that offers medical & dental benefits as well as a pension plan. If you can work independently, are familiar with sales/service, and want a position that offers you flexibility in your work schedule, respond with your cover letter & resume with references, by email to: sandspit@bridgeviewmarine.com.

Requirements :

Experience with office management procedures

Computer skills and knowledge of office software packages

General knowledge of Point of Sale systems

Strong inventory/merchandising experience

Professional demeanour, strong communication skills, good command of the English language

Excellent time management, organizational, and multi-tasking skills while working independently

Ability to perform job duties as assigned (some heavy lifting, standing for long periods of time)