

OVERVIEW

The Fundy Ocean Research Center for Energy (FORCE) is Canada's lead test centre for tidal energy technology. FORCE works with industry, government, and researchers to study the interaction between tidal turbines and the Bay of Fundy environment. FORCE maintains a corporate office in Halifax, as well as on-site research, operations, and visitor facilities near Parrsboro along the Bay of Fundy shore.

Terms

This is a full-time, two-year contract (until January 1, 2018, possibly longer). Compensation will be based on qualifications and experience.

Start: Estimated January 15, 2016

Location: Halifax, Nova Scotia

Applications

FORCE will accept submissions until 4:00 pm, December 18, 2015. Please email your CV and letter of introduction in confidence to matt.lumley@fundyforce.ca with the subject header "Administrative Assistant"

FORCE welcomes submissions from all interested parties; however, only those candidates selected for interview will be contacted. For more information about this opportunity please e-mail matt.lumley@fundyforce.ca or call 902-406-1166 x2.

Job Description

Support effective operations at the FORCE corporate office. Provide other support as required.

Work Performed

This is an office administration role, and has responsibility for all office management. This may include, but is not limited to:

- Serve as the main contact for the office.
- Handle board member, stakeholder, and staff logistics
- Financial administration: process and track invoices, purchase orders, process payments
- Prepare various documents including letters, contracts, reports, presentations, briefing notes, meeting minutes, expense forms, and cheque requisitions.
- Manage hard copy and electronic files, databases and other information including SharePoint, Dropbox, contract/research/ stakeholder/financial databases, and invoicing.
- Assist Board Directors with reports, including annual report.
- Coordinate logistics, meeting materials, records of discussion, and catering for staff and board meetings, conferences, and events.
- Coordinate and track staff travel logistics.
- Maintain boardroom meeting calendar and room requests.
- Collect, sort, and distribute mail throughout the week.

Administrative Assistant



- Coordinate all shipping and receiving activities including courier/delivery packages; maintain and order shipping supplies as necessary.
- Complete and submit funding applications related to the visitor centre and main office.
- Manage telephone/IT/network activities.
- Maintain office inventory for corporate office and Parrsboro facility.
- Coordinate facility issues with property management.

Stakeholder Engagement

This role is also an important ambassador for FORCE. The role will support special projects under the direction of management, including, but not limited to:

- Communications materials: assist with the creation of articles, ads, event descriptions, etc. as requested by the Director of Communications.
- Event support: assist in planning, execution, and representation at special events (e.g. open house, exhibitions, Visitor Centre events) as well as preparation and set-up if required.
- Visitor support: provide on-site staff support to the Visitor Centre in Parrsboro as needed, including providing tours and interpretive information to the public and other stakeholders.

Qualifications

The ideal candidate will have the following desirable characteristics:

- Demonstrated experience supporting operations in an office environment
- Competence in Microsoft Office software (Word, Excel, Powerpoint)
- Demonstrated communication skills: written and oral
- Demonstrated ability to work as part of a team, as well as independently
- Willing to participate in training specific to FORCE as necessary
- Possession of valid driver's license and ability to travel (occasionally) to the test site in Parrsboro