

TERN BOATWORKS

PART-TIME ADMINISTRATIVE ASSISTANT WANTED

We are looking for part-time administrative support for a busy boat building shop located in Gold River, NS. The position is 1-2 days per week, comprising 8-12 hours a week, primarily Mondays and some Tuesdays. The position is a one-year term during a maternity leave. Pay is \$15-\$16 hour, DOE.

Duties:

- Filing and assigning staff time sheets to appropriate projects
- Tallying hours, materials and expenses related to specific projects
- Creating accurate invoices based on estimates and work orders
- Compile and file all expenses for monthly reporting
- Work with bookkeeper to track staff hours and vacation time
- Complete administrative tasks as required

Qualifications:

- Business Administration Course or relevant experience
- Experience using Mac programs such as Pages and Numbers, DropBox, Word Press and Social Media
- Excellent oral and written communication skills
- Knowledge of the boating industry is considered an asset.

Please submit a cover letter with CV and references to leithahaysom@ternboatworks.com by March 11th. Paid Training will take place during the week of March 18th. Position starts March 25th for 52 weeks.