



## Office Manager

Based in Smithers, BC, the Bulkley Valley Research Centre (BVRC) is a trusted source of credible research, information, and expertise pertaining to natural resources, and provides a forum for people and institutions to work together to sustain these resources. The Research Centre requires a positive ambassador and team player in our office to support scientists and researchers in achieving our mission to advance better stewardship of our natural resources.

### Services Contract Overview

The Office Manager (OM) provides administrative, contract management and project-specific support to the BVRC through general office administration, contract management, and project coordination. The OM works with the BVRC Team to support and streamline BVRC operations, and to identify new opportunities. The OM is also in charge of coordinating specific projects through the BVRC.

The ideal OM has excellent teamwork and communication skills, takes initiative, fosters the mission of the Society, and acts as a positive ambassador for the BVRC. The OM is very well-organized and has focused attention to detail. The ideal OM has excellent customer service skills and is comfortable engaging with diverse members of the natural resources research and management community in a positive way. The OM will work within the Microsoft Office Suite and/or Google Suite.

### Hours & Compensation

The expected service hours are flexible and will vary from week-to-week. It is expected that services will average 14-16 hours per week. Compensation is \$20.00/hr.

### How to apply

Please send cover letter and resume with "Office Manager" in the subject line to the email below by March 25, 2019:

Navarana Smith, Project Coordinator

info@bvcentre.ca

We appreciate all applications, however only those selected for an interview will be contacted.