**Jan 2021**

**Athol Forestry Cooperative Ltd.**

**Job Description: Office Administration and File Management Assistant**

**Hours:** Part-Time 15 – 20 per week with the possibility of more. 3 months starting with the possibility of extension for longer term. Day shifts, business hours.

**Wages:** $15 to $17 per hour. To be negotiated based upon experience.

**Duties & Responsibilities:**

We are looking for an Office Administration and File Management Assistant to help us in our busy office. The ideal candidate would have previous experience working in an office environment, familiar with all office equipment, faxing, scanning, email, photocopying, computer use, MS. Office, etc. The main responsibilities of this position will involve file maintenance and organization. We have a large volume of files that are in need of reorganization and upkeep and ideally you are the person to help us accomplish this task. Additional duties might include preparing and responding to incoming and outgoing correspondence, answering phones, help prepare newsletters, work with the public when need and work well with other staff.

We are a small, tightknit team of dedicated professionals serving our clients across Cumberland. You are a team player, dedicated and self-motivated individual who takes pride in your work and can work both independently and take direction when needed. We offer you flexible hours and a chance to showcase your skills and talents.

**How to apply:**

Interested individuals can apply either in person to our office located at: 21397 Nova Scotia Trunk 2, Amherst, NS B4H 3Y5 or via email to: keith.thompson@atholforestry.com

Thank you to all applicants.