



# Pacific Agricultural Certification Society

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## Job Posting – Office Assistant

### Join our dynamic team in organic certification in the beautiful Okanagan

The Pacific Agricultural Certification Society (PACS) is looking for a talented and committed individual to fill the position of full-time Office Assistant to perform a wide range of office administrative functions. The PACS is an organic certifying body based out of Vernon, BC serving locally and internationally certified organic enterprises. The PACS is an incorporated not for profit society that is directly linked to the clients it serves. As there are no profits, fees are tied specifically to costs; therefore, our organization relies on the talents and expertise of our staff.

Under the direction and supervision of the PACS Administrator, who oversees the PACS office and personnel, the Office Assistant will support and assist with the administration of centralized routine office duties. The successful candidate will have a solid knowledge and proficiency in Microsoft Office, a welcoming personality, strong work ethic, enthusiasm, punctual, reliable and will be health/environmentally minded. This is a great opportunity to gain experience in office administration in a fast paced and dynamic growing organic industry.

**Job Title:** Office Assistant (Full-time)

**Start Date:** June 18, 2017

**Starting Wage:** will be commensurate with experience

**Hours of Work:** Monday to Friday (8:00 am to 4:00 pm)

**The successful candidate will also possess the following skills and traits:**

- ✓ Office Administration Certificate (or) equivalent office experience.
- ✓ Team player; ability to work independently or cooperatively as part of a team.
- ✓ Advanced MS Office skills (Excel, Word, and Outlook).
- ✓ Internet skills including use of e-mails, group messaging, e-filing and data collection.
- ✓ Excellent written and verbal communication, numerical competency.
- ✓ Multi-tasking capabilities with the ability to take direction and guidance from multiple sources.
- ✓ Capable of working in a fast pace and demanding environment.

**Responsibilities;** include but are not limited to:

- Provide administrative support to staff members.
- Welcome clients/suppliers/visitors in a professional and friendly manner.
- Receive / screen phone calls and emails; direct inquiries to the appropriate staff member.
- File document management with our complicated e-filing system and customer database.
- Sort incoming and outgoing emails, mail, faxes and courier deliveries for interoffice file management and distribution.
- Organize and manage storage files and supplies occasionally (ability to lift up to 15 kg).
- Other duties as required.

If you are interested in learning more about this position, reply with your cover letter and resume to the PACS Administrator at [pacshr2@gmail.com](mailto:pacshr2@gmail.com). When emailing your application please include the subject heading "Office Assistant Application – Your Name".

Please note: only short-listed candidates will be contacted. Deadline for applications April 21st, 2017.

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