



## Job Posting Operations Administrator

Summit Camps is a full service, turnkey workforce camp provider based out of Smithers, in Northwest BC. We are seeking a well-rounded individual to coordinate and implement our daily office, logistics and accounting duties. The goal of this position is to ensure timely and accurate flow of administrative processes and reporting to optimize productivity.

### Qualifications

#### Skills and Abilities:

- Self-starter, able to work from own initiative
- Strong organizational skills, ability to plan ahead and manage a busy workload
- Ability to confidently trouble shoot HR scheduling and logistics
- Set up and maintain administrative procedures
- Experienced in basic accounting/bookkeeping tasks
- Good time management skills, able to multitask as needed
- Assertive approach and ability to follow up with people at all levels of the organization
- Skilled with computer software
- Excellent communication skills, written and verbal
- Strong attention to detail
- Ability to work collaboratively in a close knit team
- Demonstrated supervisory ability
- Understanding of general business functions and processes

#### Education and Experience:

- Prefer related bachelor's degree or 2 year business administration diploma or equivalent knowledge gained in the workplace
- Minimum of 3 years in a diverse business administrative role

This Operations Administrator is a full-time, year round position, with occasional travel and weekend/evening work to meet operational requirements. Summit Camps provides a competitive benefits package. Salary will be commensurate with experience.

Please email your cover letter, resume and references to: [employment@summitcamps.ca](mailto:employment@summitcamps.ca), and state the position you are applying for in the subject line. All applications will be reviewed in confidence.

Please note that we will contact shortlisted candidates only. We thank all applicants in advance for their interest and will keep resumes on file for six months should another opportunity arise.

This posting will close as soon as the position is filled.