



ECRC is a certified Response Organization (RO) that provides marine oil spill response services. ECRC is one of only four RO's in Canada.

ECRC has a position available for a full-time Administrative Assistant at the Newfoundland Response Centre located in Mount Pearl, NL. This position is focused on supporting the efficient daily operation of the Response Centre, maintaining the associated business systems, and providing administrative support to staff. In response situations, the Administrative Assistant role is focused on the financial and logistical aspects of response activities.

Desirable qualifications include:

- University/College degree/diploma or equivalent years experience
- 3 years experience in an administrative role
- Advanced level of proficiency in the MS Office Suite
- The capability to timely and accurately process supplier invoices, purchase orders and documentation within accounts receivable and payable
- Provide financial analysis of Response Centre operating costs and assist in the preparation of forecasts and annual operating budgets
- Self-Motivated team player capable of functioning in a dynamic environment
- Ability to take on new responsibilities when needed
- Excellent time-management, organizational, verbal and written communication skills
- Manage, maintain, and enter contract information for data analysis
- Ability to deal with change, challenges and tight deadlines
- Ability to function in challenging response situations that requires occasional short-notice travel
- Ability to follow and contribute to a strong health and safety program in a dynamic workplace.
- Valid driver's license

Salary will be commensurate with skills and experience.

To apply for this position, email your resume and cover letter to Ellen White at ewhite@ecrc-simec.ca



Deadline for receipt of applications is November 15th, 2023
