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Ad Number: 228300

Location: Yellowknife, NT
Posted: Apr 24th 2024 at 7:21pm

Personal Assistant

Type: Full Time
Start Date: Mon, Apr 29th 2024
Closing Date: Fri, May 31st 2024
Website: www.paulbros.ca
Employer: Paul Bros Nextreme

Nextreme Inc. is currently in search of an experienced Personal Assistant with a strong background in child care.

This full-time position offers a compelling opportunity within a diverse business specializing in metals manufacturing/construction, mining services, and retail industrial sales. Collaborating closely with the business manager and owner, the Personal Assistant will undertake various responsibilities, ranging from administrative tasks such as filing paperwork and scheduling appointments to providing transportation for children to and from school.

We are seeking an ideal candidate who embodies the following qualities:

- Reliability and punctuality
- Honesty and kindness
- Exceptional patience
- Proactive and diligent work ethic
- Strong communication and interpersonal skills
- Effective time management and organizational abilities
- Meticulous attention to detail
- Capacity to multitask and work independently
- Discretion and confidentiality in handling sensitive information
- Resourcefulness and problem-solving skills
- Adaptability to ever-changing priorities
- Tech-savviness and proficiency in using office equipment and technology
- Strong decision-making abilities
- A positive and professional demeanor in all interactions

Requirements for this role include:

- Valid driver's license with a clean driver's abstract
- Minimum 5-10 years of experience in child care (ages 4 and above)
- Familiarity with administrative and clerical procedures
- Proficiency in computer usage and relevant software

Please be aware that applicants must be residents of the Northwest Territories, preferably based in Yellowknife, as relocation assistance is not provided.

Paul Bros NEXtreme welcomes your application and interest in this position. Successful candidates will be contacted via email and phone, while all other resumes will be retained on file for a period of 3 months.

Note: A thorough background check will be required due to the nature of the position involving work with children.

Phone: 867-873-2522

more info is available for this ad at www.yktrader.com