

## Job Opening

International intergovernmental office in downtown Vancouver is looking for a career **Administrative Assistant** who will be responsible for general administrative and clerical support in the Secretariat office. This is a permanent position working in an office (7.5 hrs/day, 5 days/week, except statutory holidays).

### **About the organization ([www.npafc.org](http://www.npafc.org)):**

The North Pacific Anadromous Fish Commission (NPAFC) was established by the Convention for the Conservation of Anadromous Stocks in the North Pacific Ocean. The member countries are governments of Canada, Japan, Republic of Korea, Russian Federation, and the United States of America. The Commission was established in 1992.

### **About us:**

We are a small 5-person office located in downtown Vancouver.

### **Qualifications for the position:**

- Post-secondary education diploma/degree
- Some experience in administrative support position with knowledge of office protocols
- Proficiency in MS Office Suite (Word, Excel, Outlook, PowerPoint, and Access) and Adobe InDesign
- Minimum of 55 wpm typing speed
- Good organizational skills
- Strong sense of responsibility, commitment and team work
- Be able to turn around the required jobs fast and accurately
- Eagerness to learn and improve
- Proven communication skills with proficient written and verbal English grammar
- Ability to work under pressure and some overtime when required
- Knowledge to updating webpage (an asset, if not, willingness to learn)
- Knowledge of bookkeeping Sage software (an asset, if not, willingness to learn)
- Cheerful, friendly and mature disposition

### **Assets:**

- Proficient in Japanese at an intermediate to advanced level

### **Main duties are:**

- Answering phones, greeting visitors and deal with deliveries
- Sorting incoming/outgoing mails and publications
- Filing electronic and hard copy and maintain them in good order
- Preparing, composing correspondence, memoranda, reports
- Typing and preparing draft publications using InDesign
- Clipping daily periodicals if there is a relevant article to the Commission
- Update, maintain mailing lists in Excel and in Access
- Manage procurement of office supplies and equipment
- Maintain office supply inventory
- Provide secretarial and clerical work at the office and at meeting sites
- Travel abroad with staff to attend annual meetings (duration of 10-14 days)

**Benefits and Remuneration:**

- **Annual Salary:** We follow Canadian Federal Government's Salary Scale of AS-1, \$48,796/ann. (This is a 2013 rate. Once the 2016 rate becomes available, the salary will be adjusted retroactively.)
- **Starting date:** March 1, 2017
- **Benefits:**
  - Group Pension
  - Medical: MSP  
Extended Health and Dental\*  
Life Insurance and Long Term Disability \* (\*Waiting period will be required)
  - Annual Leave (15 days/year at start)
  - Sick Leave (15 days/year)

**No applications from outside Canada will be accepted nor acknowledged.**

**For Canadian Residents:** If the applicant resides outside Greater Vancouver, he/she must be able to come for an interview at his/her own expense. The successful applicant must reside in Greater Vancouver, B.C., Canada. No relocation expenses will be provided. **Send cover letter and resume to: [secretariat@npafc.org](mailto:secretariat@npafc.org) (no phone calls please)**

Applicants contacted for an interview will be required to submit at least two reference letters before an interview.