



## Campbell River, BC

# Incident Management Administrator Opportunity

## Our Opportunity

We are seeking to add to our team an Administrator for our Incident Management operation for a five month contract position (May 15th to October 15th, 2015). Our ideal candidate is enthusiastic, hard-working, flexible, extremely organized and is available to work weekends throughout the summer if needed. This position will be based out of our Campbell River office.

The successful candidate for this position must possess advanced knowledge of Microsoft Office (Excel & Access Database) and have previous payroll experience. A background in: Sage payroll, bookkeeping, and basic office administration skills is preferred. They should also have well-developed verbal/written and interpersonal skills. A great attitude is essential.

## Incident Management Administrator

### » Payroll:

- » Creates and maintains employee records in payroll system
- » Uses processes and systems in place to check and ensure the accurate processing of payroll
- » Monitors payroll procedures to ensure compliance with corporate policies and government legislation

### » Tracking of Certifications and Training:

- » Maintains and tracks all applicable certifications for fire employees
- » Sends out required reports and records to applicable parties promptly
- » Coordinates training, accommodations and facilities

### » Administration:

- » Ensures proper equipment is issued, available and maintains records
- » Processes new hire packages and fire crews timecards
- » Coordinates travel and accommodations for fire crews
- » Creates detailed manifests and ensures prompt submission

We pride ourselves on maintaining a safe, respectful and fun work environment that promotes values such as teamwork, professional accountability, and work/life balance. All applicants must be enthusiastic workers and learners who thrive and excel in a team environment. Positive attitude and dedication to workplace safety are critical to your role with our team.

## Applications will be accepted until May 22, 2015.

Please apply with confidence by forwarding your resume and cover letter by e-mail (as an attachment in PDF or MS Word format with "Incident Management Administrator Application" in the e-mail subject line) to [employment@snrc.ca](mailto:employment@snrc.ca).

We would like to thank all applicants for their interest; however, only those considered for an interview will be contacted. For more information regarding this opportunity, please e-mail above address.