



Badinotti Net Services Canada Ltd. industrial warehouse operations located in Campbell River, British Columbia is seeking to fill a full-time position of

Administrative Assistant

Reporting directly to our Senior Accountant and working as a team player in the organization. The successful applicant will be responsible for a wide variety of duties including, but not limited to:

- Accounts Payable processing
- Recording and tracking of Inventory
- Processing Payroll
- Reviewing of Sales orders
- Customer and employee relations and inquiries
- Maintenance of customer reports and analysis
- Data entry and tracking
- Bank reconciliations
- Miscellaneous reporting and tasks as requested

The ideal candidate must have strong interpersonal skills, work well in a multitask environment, self-motivated, good problem solving skills and be well versed in Microsoft Office - specifically Excel. Experience in the aquaculture industry and with SAP software are an asset.

Interested applicants are requested to send their resume and cover letter by Friday, November 28, 2014 to:

Badinotti Net Services Canada Ltd.
4266 Middle Point Drive
Campbell River, BC
V9H 1N6
Fax: (250) 830-1517
e-mail: lindsey.gabrysh@badinotti.com

We thank all applicants for their interest in this position; however only those short listed will be contacted.