



JOB OPPORTUNITY

Administrative Assistant

Position Type: Full-time, Permanent

Location: Masset, Haida Gwaii

POSITION SUMMARY

Haida Wild is a Haida-owned company, owned and operated by Haida Enterprise Corporation (HaiCo). HaiCo is focused on building Haida owned enterprises that reflect Haida cultural values, investing in the training and mentorship of Haida Citizens, creating careers and improving the lives of Haida Citizens and the economy of Haida Gwaii.

Haida Wild has an exciting administrative position for an individual that is interested in a career in fisheries. Reporting to the Acting Manager, the Administrative Assistant will support the administration and management of the fishing licenses, sourcing funding, developing business plans, and completing any required reporting.

DUTIES AND RESPONSIBILITIES

- Support the Acting Manager with the administration and management of Pacific Integrated Commercial Fishing Initiative (PICFI) licenses and Canadian Food Inspection Agency (CFIA) reporting and requirements
- Support the development of business plans and action plans
- Assist in sourcing and securing funding opportunities for plant maintenance and upgrades, health and safety requirements, and business development opportunities
- Other related duties as required

KNOWLEDGE, SKILLS AND ABILITIES

- Effective communication skills both verbal and written
- Ability to deal with conflict in a calm and professional manner
- Strong organization and time management skills
- Understanding of Haida cultural values
- Intermediate knowledge of Microsoft Office 365

TRAINING, EDUCATION AND EXPERIENCE

- 5+ years of administrative experience
- Experience working in fishing and seafood industry is considered an asset

HOW TO APPLY

Please forward your resume and cover letter to careers@haico.ca with the subject line *Administrative Assistant*. Preference will be given to qualified Haida applicants. Only applicants to be interviewed will be contacted. Applications will be accepted until position is filled.