

ADMINISTRATIVE ASSISTANT
MEMBERTOU, NS



where careers set sail

Clearwater Seafoods is one of the world's largest vertically integrated seafood companies with over 1,900 employees in offices, plants and vessels across the globe. The Canadian company operates from ocean-to-plate, owning its own fishing licenses, vessels and processing facilities, while also providing delivery to its customers worldwide. Clearwater is recognized globally for its superior quality, food safety and diversity of premium wild-caught seafood, including scallops, lobster, langoustine, clams, whelk, shrimp and crabs.

Since its founding, Clearwater has invested in science, communities, people and technological innovation, as well as resource management to sustain and grow its seafood resource. This commitment has allowed the company to remain a leader in today's global seafood market and in sustainable seafood excellence.

In 2021, Clearwater was acquired by a partnership between Premium Brands and the Mi'kmaq Coalition, comprised of seven Mi'kmaq communities in Nova Scotia and Newfoundland. Today, Clearwater is proudly Indigenous-owned, committed to creating a sustainable seafood future for generations to come.

Clearwater Seafoods' Human Resources department requires an **Administrative Assistant** as part of the Careers Set Sail program. The position will be located in Membertou NS.

Purpose of Position:

The purpose of this position is to provide administrative support to the Careers Set Sail Program.

Reporting Structure:

- This individual will report to the Indigenous Employment Officer.

Major Responsibilities:

- Support the Careers Set Sail Program with administrative, reporting, and technical support.
- Accurately update and maintain tracking systems related to the Careers Set Sail.
- Screen and save applications for the Careers Set Sail Program.
- Coordinate community, training sessions and other related events.
- Attend and prepare minutes for all required meetings.
- Assist with updating and the development of communications including newsletters, posters, communications, etc.
- Ensure accurate upkeep and data integrity within all systems.
- Assist with managing the day-to-day administration of the program.
- Other responsibilities as required.

Key Behavioral Competencies (Personal Characteristics)

- Excellent organizational and time management skills.
- Excellent verbal and written communication skills.
- Ability to problem-solve and create positive solutions.
- Strong attention to detail and analytical skills.
- Ability to work both independently and as member of a team.
- A keen willingness to learn and a positive attitude.
- Ability to prioritize completing job duties.
- Results and detail oriented.

Working Conditions

- Office setting
- Community events
- Some travel Required. Must be able to travel and have reliable transportation.

Qualifications

- 3-5 years experience in an administrative role.
- Excellent proficiency in Microsoft Office Suite including Word, Outlook, PowerPoint, and Excel.
- Strong technical skills in report creation, report consolidation, and analysis.
- Ability to develop employee communications such as presentations, newsletters, posters, etc.
- Adobe writer experience considered an asset.
- Previous HRIS experience would be considered an asset.



Qualified candidates are invited to submit their resume by January 31st, 2023 to:

Clearwater Seafoods Limited Partnership

757 Bedford Highway, Bedford, Nova Scotia, B4A 3Z7



E-Mail to: **JMorgan@Clearwater.ca** (state job title in email subject line)

We thank all applicants for their interest; however only those selected for an interview will be contacted.