

EMPLOYMENT OPPORTUNITIES

EMPLOYMENT OPPORTUNITY

Administrative Assistant/Treasurer Position

Union Street Atlantic Baptist Church is currently seeking to fill the joint position of *Administrative Assistant and Treasurer*.

Qualifications: This position requires a pleasant and caring personality who can work with little supervision and deal with confidential information in a professional manner. Organization and a focused work ethic is a requirement to manage the various duties of this role.

The successful candidate must have a working knowledge of the Microsoft Office suite of programs and have a background in payroll/accounting processes including the Quick Book Accounting program.

Hours: The position is 16-20 hours weekly. (4 mornings and one afternoon per week with flexibility)

Application process: Applications must be submitted to the attention of Dorothy Devlin, Board of Management, Union St. Atlantic Baptist Church, 28 Main St., St. Stephen, NB E3L 1Z1 or email unionstbaptist@nb.aibn.com by October 19th, 2017.

**Employment Opportunity ~ St. George Location
Full Time / Seasonal / Income Tax Preparer**

Experience an asset but training will be provided.
Knowledge of computers an asset.
Online course begins Oct 23 /2017

H&R BLOCK Send Résumé to:
frances.cook@hrblock.ca
or fax: 506-755-2828

We thank all applicants but only those to be interviewed will be notified.

**ONLINE
EMPLOYMENT OPPORTUNITIES**

For information contact **Lyndsey Thompson**
• In Person: at 47 Milltown Boulevard, St. Stephen • By Phone: 506.466.3220
• By Fax: 506.466.9950 • By Email: lyndseythompson@stcroixcourier.ca

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FUNDY COMMUNITY FOUNDATION

**EMPLOYMENT
OPPORTUNITY**

**FUNDY COMMUNITY FOUNDATION is seeking an experienced, full-time
Administrative Assistant to join our team!**

The Fundy Community Foundation serves the communities of Southwestern New Brunswick by building endowment funds and other funds for the changing needs and opportunities of the community, making grants, and fostering leadership that contributes to improving the quality of life. It is a public foundation governed by a Board of Directors.

If you are a hard-working dedicated individual and seek the satisfaction of working in a positive team-environment with the prospect of making a significant difference to the quality of life in Southwestern, NB, this job might be for you.

The successful candidate will have strong skills in the following areas

- Administration and organization
- Accounting and financial management practices for non-profit organizations
- Strong knowledge of Generally Accepted Accounting Principles, including those for not for profit and charitable organizations.
- Experience with accounting software i.e. QuickBooks or Sage
- Communications, oral and written
- Proficiency in all applications of MS OFFICE
- Social media and website maintenance (content)
- Post-secondary degree or diploma and/or the equivalent work experience.

The successful candidate will be able to work independently and is responsible for coordinating all administrative activities of the FCF. The Administrative Assistant reports to the Executive Director. This is a full time position at 37.5 hours per week.. Salary Range: \$30,000 to \$40,000 per annum depending on experience and qualifications. For a detailed job description E-mail: fundycf@nb.aibn.com Interested parties may submit their cover letter, resume and 3 references no later than October 16th, 2017 5 p.m. AT to:

Fundy Community Foundation, Interview Committee
PO Box 3902, St. Andrews, N.B., E5B 3S7
Fax: (506) 529-4898 or E-mail: fundycf@nb.aibn.com



Founded in 1985, Northern Harvest Sea Farms is a proven producer of top-quality farmed salmon in Atlantic Canada. In fact, our company has grown to become one of the largest aquaculture companies in North America.

Northern Harvest Sea Farms....the clear choice for quality, farmed Atlantic salmon.

We are currently looking for a motivated **Purchaser** to join our Marine operations. The Purchaser will be responsible for procuring and placing orders for parts, materials, equipment and services. This position would report directly to the Marine Logistics Manager however the ideal candidate will coordinate supply chain management with other functions such as finance, fish health, site managers and maintenance to ensure the efficient and safe operations of the marine division.

Duties and Responsibilities:

- Purchase parts, materials, equipment and services from new and established vendors in accordance with company purchasing policy and quality guidelines
- Prepare and administer bids, requests for quotations, requests for proposal, requests for information and other vendor documentation.
- Maintain & balance required inventory levels of inventory supplies
- Create purchase orders, expedite PO approval, issue PO, confirm acceptance and delivery, and confirm method of shipping.
- Analyzing the most cost-effective method of shipping goods
- Monitor supply quality and service and resolve any related issues, including overages and shortages or any billing issues.
- Develop and maintain relationships with supplier base to ensure quality goods and services
- All other duties as assigned

Qualifications & Skills:

- Post Secondary education or equivalent related experience (min 3-5 years)
- Experience in aquaculture would be an asset
- Experience with computerized applications and comfortable with using various types of business tools and technology
- Experience with general accounting practices and budget preparation and analysis
- High attention to detail
- Strong work ethic and positive team attitude
- Excellent communication skills; verbal and written
- Proven purchasing and negotiation skills
- Experience with Syspro Accounting Software (or other ERP / MRP system) considered an asset
- Bilingual (French/English) an asset however not required

Compensation will be commensurate with experience.If you're interested in joining our team, please submit your resume in confidence to:

Kristina White, HR Manager
Email: kwhite@northernharvest.com Fax: (506) 755-6196

We thank all candidates for their interest. However, only those selected for an interview will be contacted.
Deadline to Apply: Monday, Oct 16, 2017



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