

Office Assistant

Organization: Rockland Scientific International Inc.	Sector: Ocean Science & Technology
Address: 520 Dupplin Road, Victoria, B.C., Canada, V8Z 1C1	
Position Title: Office Assistant	Department: Finance & Administration
Reports To: Director of Finance & Administration	Location: Victoria, BC
Position Type: Full-time Permanent	

Company Overview

Rockland Scientific Inc. is a growing, privately held company, with headquarters in Victoria, British Columbia, Canada. Our core purpose is to enable scientific progress by creating novel & technologically superior oceanographic measurement solutions that help scientists understand mixing & climate change. Our customers are researchers within the fields of oceanography and limnology, focusing on climate research, deep-sea research, and coastal zone dynamics. Rockland is the foremost manufacturer of turbulence measurement systems for oceans, rivers, lakes, and laboratories and we pride ourselves in being the experts in our field. Rockland solutions enable our customers to be successful in their data collection goals.

At Rockland Scientific International, we welcome all ages, races, gender identities, sexual orientations, cultures, religions, and beliefs. Our commitment lies in appreciating the unique skills and perspectives that each person brings to our team. We are dedicated to fostering a secure, supportive, and inclusive environment where every employee can thrive.

Job Summary

Rockland Scientific is seeking an Office Assistant to join our team. The Office Assistant provides support to different departments, maintains and updates files and records, answers calls, takes messages, redirects calls, sorts, distributes incoming mail and prepares outgoing mail and other shipments. In addition, the Office Assistant supports the financial team by acting as a backup for Accounts Payable and Accounts Receivable processes.

Position Qualifications & Requirements

- 1 year of experience is required in bookkeeping/accounting and office procedures.
- An accounting / Bookkeeping diploma or degree (in progress or complete) is an asset.
- Proficient with MS Office and Teams.

Duties and Responsibilities

1. Reception and clerical support
 - a. Acts as the main point of contact for visitors.
 - b. Files forms and documents
 - c. Prepares documents for Team meetings
 - d. Assists with the correspondence
 - e. Assists Management when required
 - f. Purchases flight tickets and make hotel reservations

- g. Supports the team in any other clerical duties.
2. Act as a backup when Supply Control Coordinator is not available to support shipment, logistics and the accounts payable process.
 - a. Assist with the year-end inventory count.
3. Act as back up of the Sales Operation Coordinator in creating sales orders and invoices.

Working conditions

- Long periods of time remaining seated
- Assisting with inventory may require standing for longer periods of time and lifting items up to 15 kg.

What we offer

- Full-time employment
- Salary ranges from \$41,600- \$49,920 annually, based on experience and technical skill level.
- Opportunities to take part in job-related training and development.
- Extended Health Benefits, Life, AD&D, Critical Illness, and Long-term disability
- Personal Health Spending Account
- RRSP matching contributions
- Additional Vacation Days
- Casual Sick Leave Policy

Apply

If you are interested in applying, please send your resume and cover letter to the email: hr@rocklandscientific.com with the subject line "Office Assistant".